Department of Defense
Metadata Registry
Version 7.5

User's Manual

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Chapter 1. Introduction

As part of the overall DoD Net-Centric Data Strategy, the DoD CIO established the DoD Metadata Registry (MDR) and a related metadata registration process for the collection, storage and dissemination of structural metadata information resources (schemas, data elements, attributes, document type definitions, style-sheets, data structures etc.). This Web-based repository is designed to also act as a clearinghouse through which industry and government coordination on metadata technology and related metadata issues can be advanced. As OASD's Executive Agent, DISA maintains and operates the DoD Metadata Registry under the direction and oversight of OASD (NII). The Metadata Registry is part of the Data Services Environment (DSE).

The DoD Metadata Registry provides software developers access to data technologies to support DoD mission applications. Through the Metadata Registry, software developers can access registered XML data and metadata components, WSDL specifications, OWL-based Taxonomies, and related metadata information such as country codes and U.S. state codes. These data technologies increase the DoD's core capabilities by integrating common data, packaging database servers, implementing transformation media and using Enterprise data services built from "plug-and-play" components and data access components.

The Metadata Registry contains information resources such as submission packages, elements, attributes, and schemas that have been registered by DoD software developers. These information resources use XML, a platform and vendor independent format, for exchanging data, and for handling data, data structures, and data descriptions (metadata). The Registry also provides XML-based taxonomy files that describe one or more nodes in a hierarchical classification of items, and their relationships to other nodes. The files registered with the Metadata Registry are organized by governance namespace.

The Data Elements in the View Other Metadata area provides collections of related data that represent a defined entity within a community of interest. Examples of reference data sets include country codes, U.S. state codes, and marital status codes.

Conventions Used In This Manual

The following conventions are used in this manual.

Table 1. Conventions

Convention	Description
Bold Text	The names of buttons, fields, menu options, and links will be in **bold** text.
[Brackets]	Keyboard names, such as [ENTER] and [TAB] are enclosed within brackets.
Angle Brackets (>)	Navigation selections are connected with angle brackets (>). For example, the instruction, "From the Documents menu, select the List option" will be written as: Select the **Documents > List** navigation option.
Italicized Text	The name of an option from a drop-down list or radio buttons. For example: Select *Active* from the **Status** drop-down list. Values that should be typed exactly as documented will also be italicized. For example: Enter *7001* in the **Port Number** field.
	Indicates a tip for using the Metadata Registry.

New In This Release

Version 7.5

- Improved Documentation: New FAQs, tutorials, and accounts documentation.
- Support Automation: Common support requests, such as locked and deactivated accounts, are easier to submit.
- Schematron Support: Schematron files can now be stored in MDR and used to validate XML files.
- Submission Wizard: The Package Tool is rebranded as the Submission Wizard and has several usability improvements.
- Improved Federated Search UI: The Federated Search pages follow MDR standards for paging and sorting results.
- Other minor enhancements, defect fixes, and security fixes.

Chapter 2. Getting Started

This chapter provides introductory information for using the Metadata Registry.

For an overview of DSE accounts and the related info, see the DSE User Accounts Guide available through the **CAC/SSO Login** link on the Metadata Registry Help page.

Requirements for Using the Metadata Registry

To use the Metadata Registry, you must have the following:

- An internet connection.
- Internet Explorer version 7 or higher.
- An account with the Metadata Registry. Information for requesting an account can be found in the Requesting a Metadata Registry Account section.
- WinZip, if you plan on submitting packages to or downloading packages from the Metadata Registry.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Requesting a Metadata Registry Account

The DoD requires that all users of the Metadata Registry request access to the site. To request a user account to the Metadata Registry:

1. Open your Web browser.
2. Navigate to the URL (NIPRNet: https://metadata.ces.mil/dse/homepage.htm) or (SIPRNet: https://metadata.ces.smil.mil/dse/homepage.htm)

   The Data Services Environment (DSE) home page is displayed.

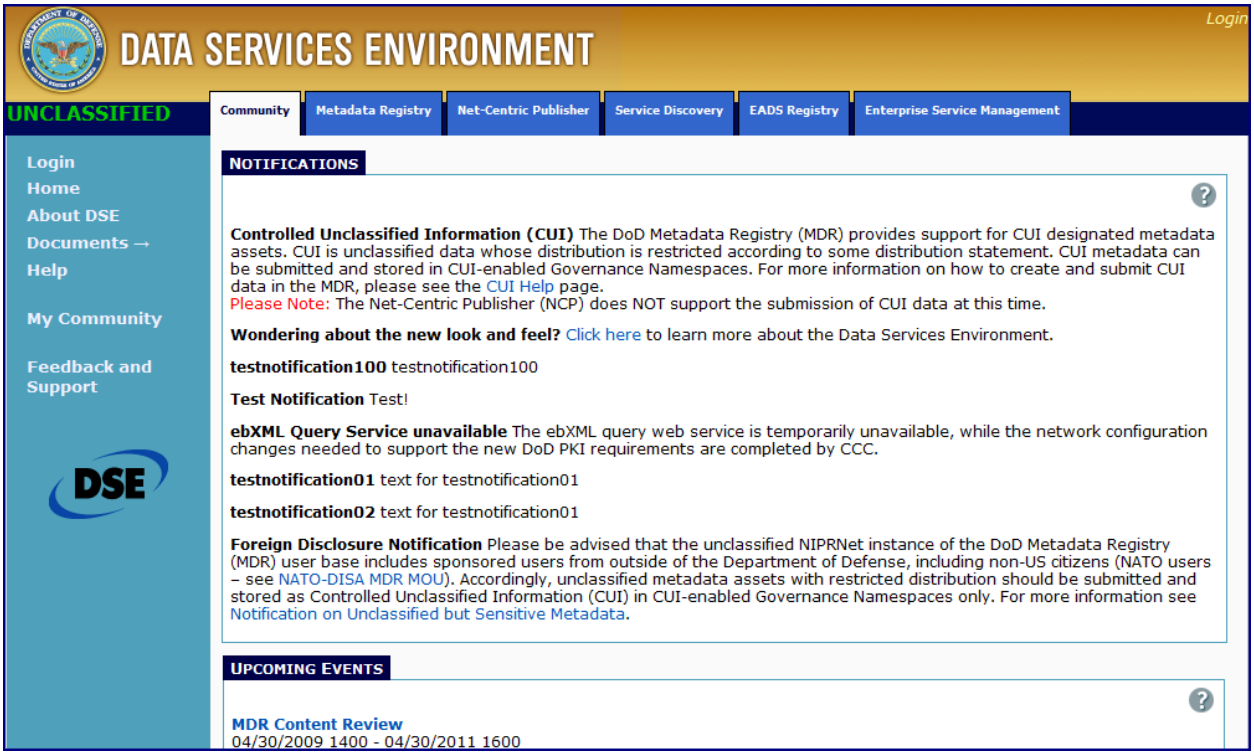


Figure 1. DSE Home Page

3. Click on the **Metadata Registry** tab.

   The Metadata Registry home page is displayed.

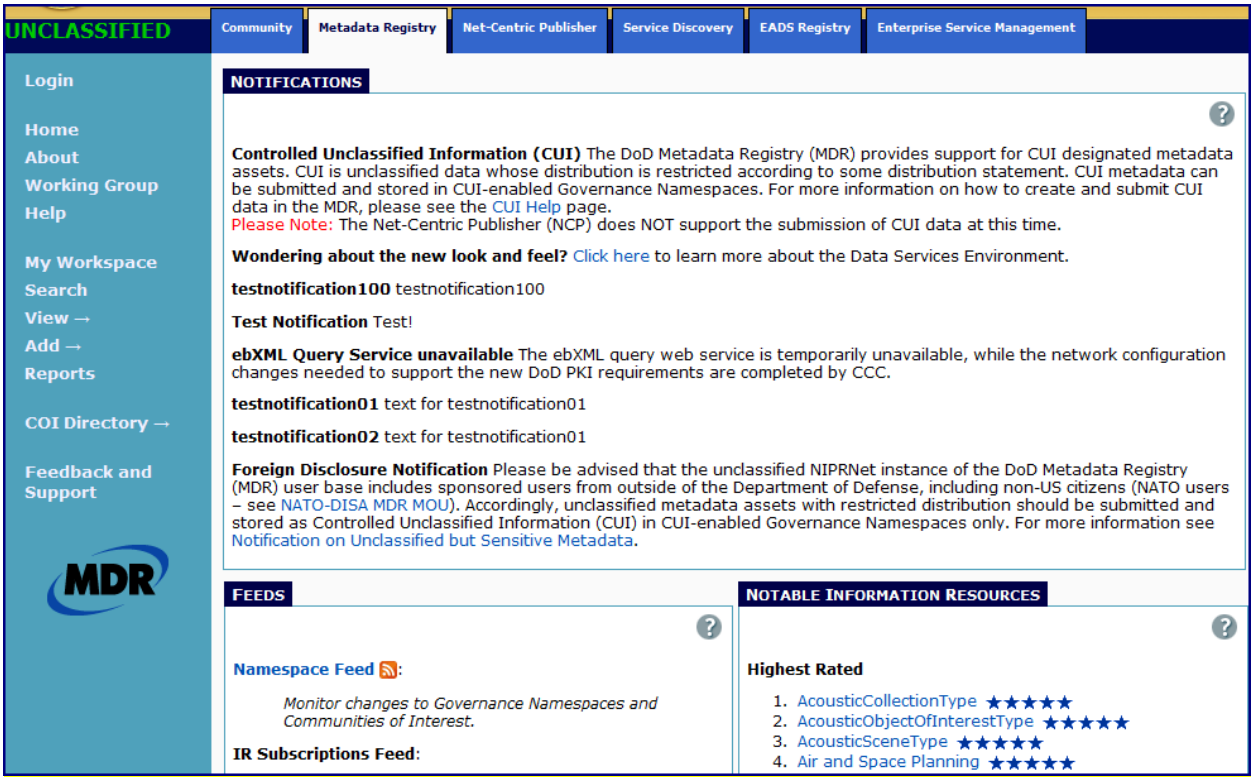


Figure 2. Metadata Registry Home Page

4. Click on the **Register** link in the DSE banner.

Figure 3. Login and Register links

The Account Registration form displays.

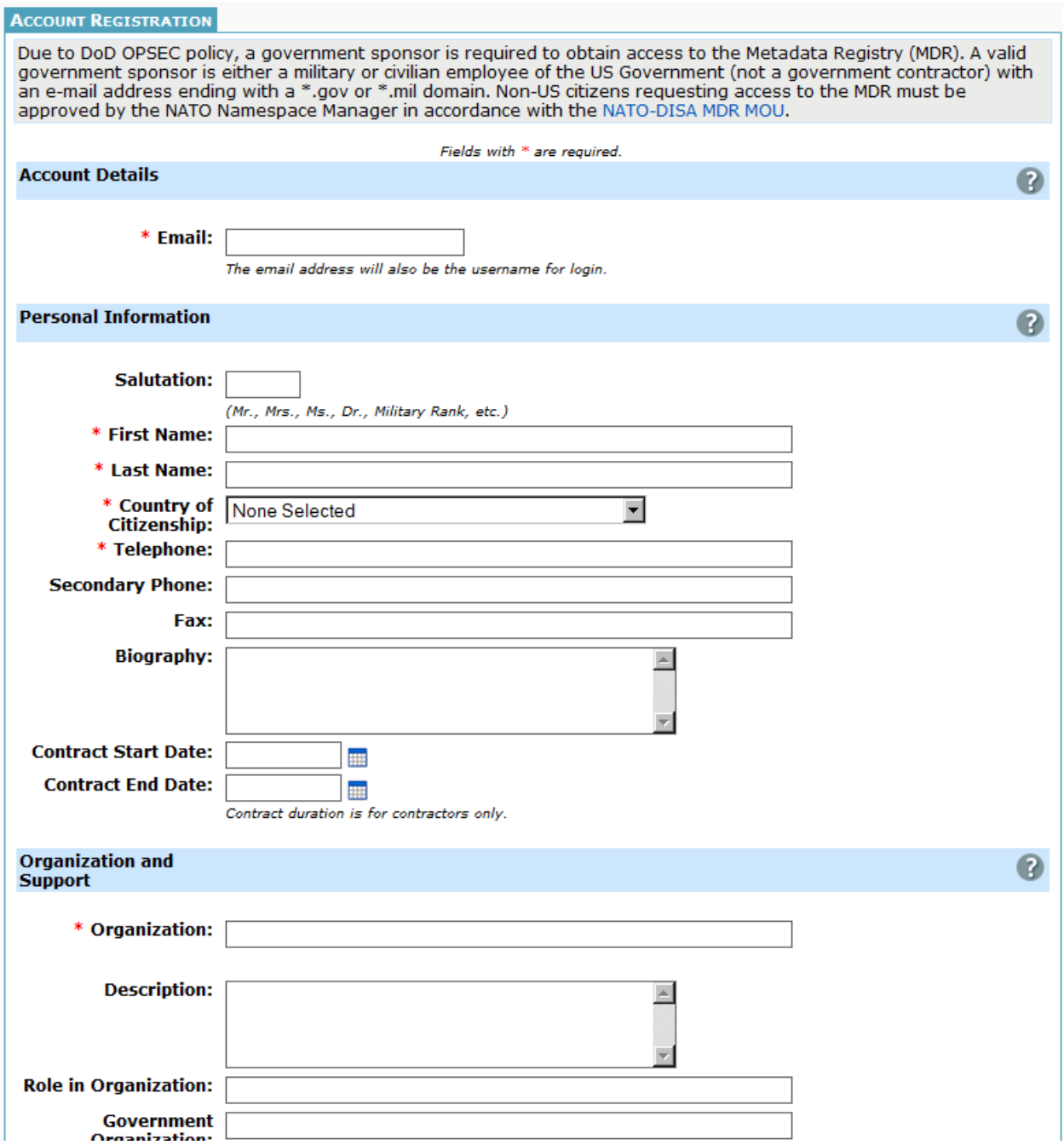


Figure 4. Account Registration Form

5. Provide the following information in the form's fields. Information is required for fields marked with an asterisk (*).

Table 2. Account Registration Form Fields

Field Name	Field Value

Field Name	Field Value
Email*	Your e-mail address. This e-mail address will be used to send you notifications regarding the Metadata Registry. This e-mail address will also be the username you will use to log into the Metadata Registry.
Salutation	The title by which you prefer to be addressed.
First Name*	Your first name.
Last Name*	Your last name.
Country of Citizenship*	The country of your citizenship.
Telephone*	A phone number where you can be contacted.
Secondary Phone	Your alternate phone number.
Fax	Your fax number.
Biography	Enter any additional information about yourself that you would like to include.
Contract Start Date	If you are a contractor, the date on which your contract began.
Contract End Date	If you are a contractor, the date on which your contract ends.
Organization*	The name of your organization.
Description	A brief description of your organization.
Role in Organization	A brief description of what you do within the organization.
Government Organization	The name of your government organization.
System(s) of Record	Any system(s) of record you would like to note.
Program(s) of Record	Any program(s) of record you would like to note.
Reason For Account *	Describes why you need an account.

You must provide the name of a government sponsor that can approve or deny your request to access the Metadata Registry.

Note: If you are a government employee or a military personnel who fulfills the requirements for government sponsorship, you may self-sponsor by entering your own details into the Sponsor fields.

Field Name	Field Value
First Name*	Enter your government sponsor's first name in the **First Name** field.
Last Name*	Enter your government sponsor's last name in the **Last Name** field.
Email*	An e-mail address where your government sponsor may be contacted.

6. In the Terms and Conditions section, click the DoD **User Agreement** link.
7. After reading the user agreement, check the checkbox stating that you agree to the terms and conditions.
8. To submit the form, click **Register**.

   A page displays your information.

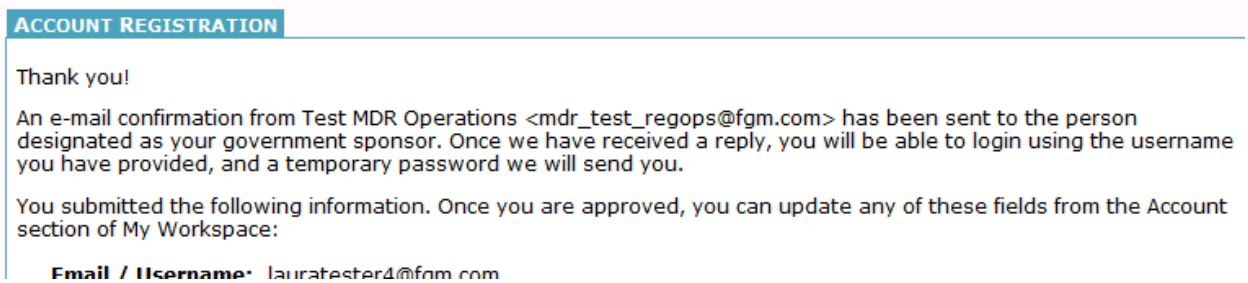


Figure 5. Registration Confirmation

Once the form is submitted, your sponsor receives further instructions by email. You will receive an e-mail after your registration has been reviewed indicating whether you have been granted access to the Metadata Registry. If the sponsor has approved the account, and the MDR administrator has activated the account, you will receive the email with a temporary password. You must then change your password to something that only you know.

Make sure the password does not contain any leading or trailing spaces.

Sponsoring an MDR Account

The information included in this section applies to you if you are a government employee or a military personnel who fulfills the requirements for government sponsorship, and have been identified as sponsor for an MDR account.

After a user has submitted their account registration form for the MDR, you will receive an email containing details about that user. The email will include a hyperlink. Click on that hyperlink and select either Approve or Deny. After you have responded, the MDR administrators are notified of the action and they can then either activate the account or reject the account request. If the MDR administrator activates the account, the user receives an email with a temporary password that they can change.

Accessing the Metadata Registry

The Metadata Registry is a Web-based application. To access the Metadata Registry:

1. Open your Web browser.
2. Navigate to the URL (NIPRNet: https://metadata.ces.mil/dse/homepage.htm) or (SIPRNet: https://metadata.ces.smil.mil/dse/homepage.htm).

The Data Services Environment (DSE) home page is displayed. See Figure 1.

3. Click on the **Metadata Registry** tab.

   The Metadata Registry home page displays. See Figure 2.

Please note that for some pages in MDR, bookmarks cannot be used. Examples of these are **Add > Package Tool** and **Add > Submit Metadata**. Instead of visiting the page and then bookmarking it, you can right click on a link to the page (i.e. from the Add menu page) and choose "Add to Favorites" from the context menu.

Logging Into the Metadata Registry

Logging into the Metadata Registry provides you with access to search, submit, and download information resources. To log into the Metadata Registry, your account must have been approved by a Metadata Registry administrator.

If you are unable to log in successfully after three attempts, your user account will be locked. To request that your user account be unlocked, please send your request using the feedback and support form (see Figure 20).

Logging in Using a CAC

If you have a certificate associated with your account, you can log in using your Common Access Card (CAC) which will enable single sign-on (SSO) capabilities. CAC validation is performed by the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) website. The CAC infrastructure requires users to register their certificates with Army Knowledge Online (AKO) before they are able to login to AKO, or any other SSO enabled system, including Metadata Registry.

To log into the Metadata Registry using a CAC:

1. Make sure your certificate is associated with your MDR account.

2. Click the **Login** link located in the top right corner of the DSE banner. See Figure 3 above.

   The login form is displayed.

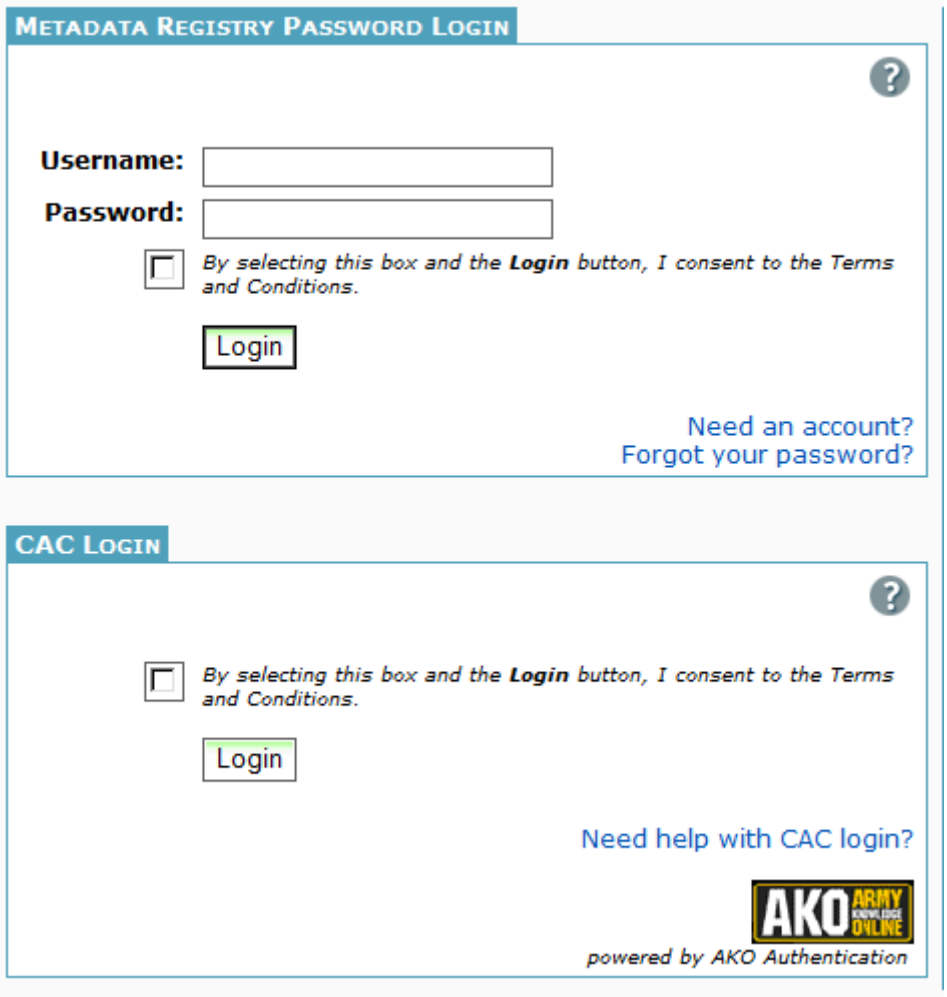


Figure 6. Login Form

3. In the CAC Login section, after reading the terms and conditions, check the checkbox indicating that you consent to the terms and conditions.
4. Click **Login**.

   The Choose a digital certificate window opens.

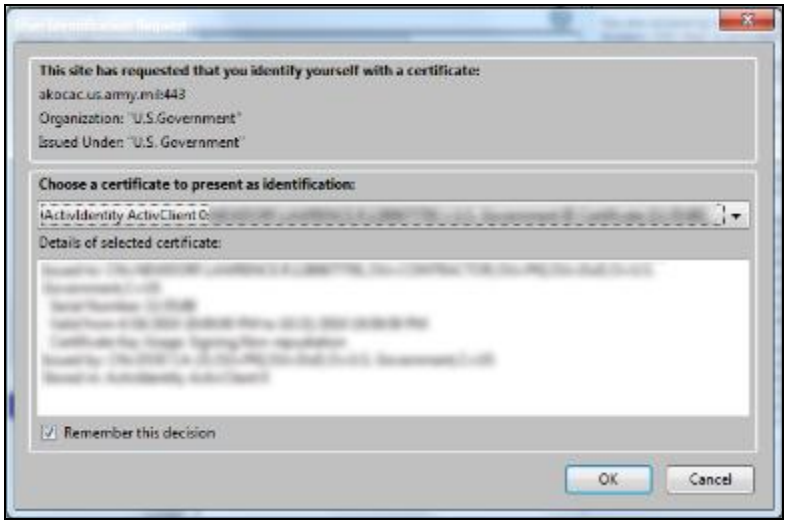


Figure 7. Selecting Digital Certificates

5. Select your ID certificates for your CAC and click the **Ok** button.

   The Password Required window is displayed.

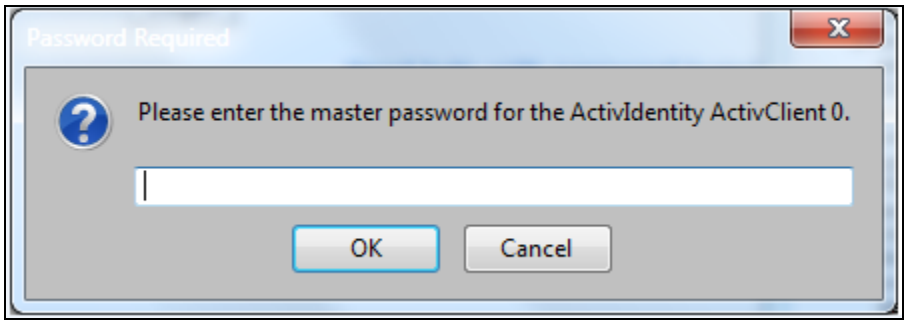


Figure 8. CAC Password

Note: You might get a different prompt for entering your CAC PIN input depending on your browser and CAC reader software.

6. Enter your CAC password and click the **OK** button.

Once the user is verified, a first time SSO user to the Metadata Registry will need to either log into their existing MDR account or register for a new account. Once this step is complete, the CAC login is a one-step process which will automatically log in the user to their Metadata Registry account the next time they visit the site.

Logging in Using Password

To log into the Metadata Registry:

1. Click the **Login** button located in the top right corner of the DSE banner. See Figure 3 above.

   The login form is displayed.

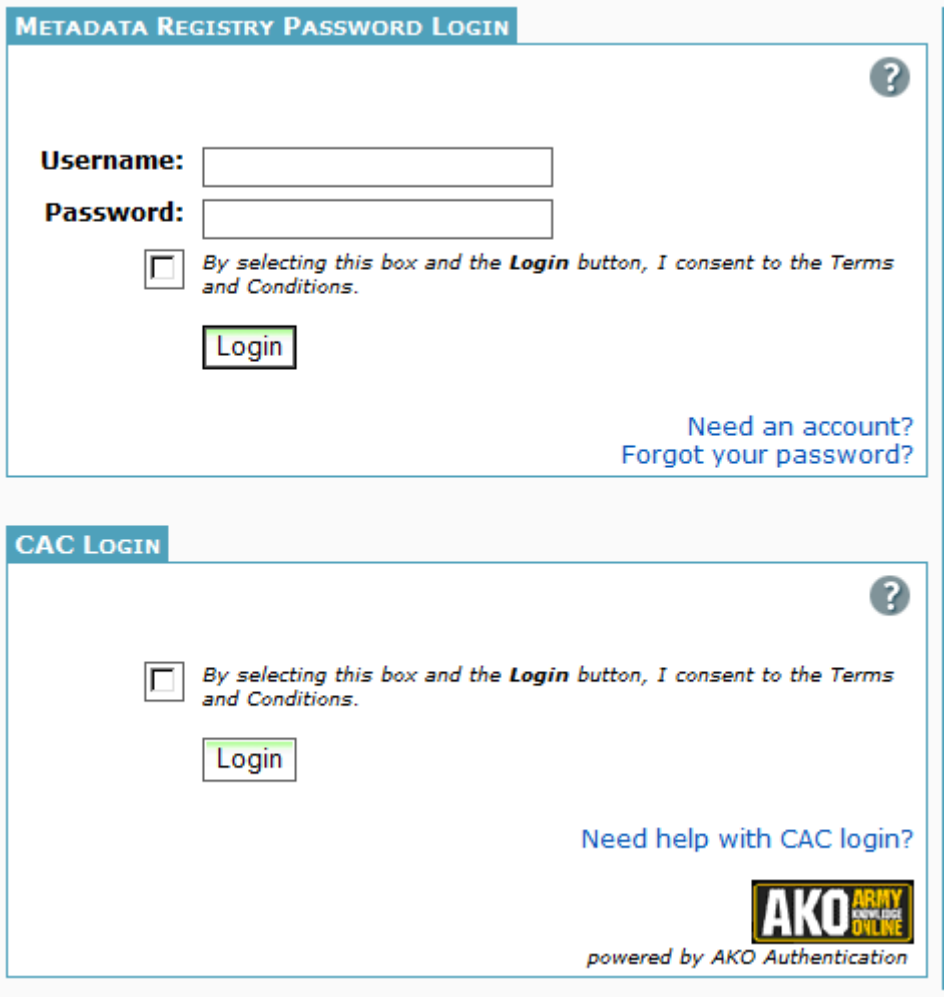


Figure 9. Login Form

2. In the Metadata Registry Password Login section of the form:

   a. Enter the e-mail address that you used to register with the Metadata Registry in the **Username** field.

   b. Enter the password in the **Password** field.

   c. After reading the terms and conditions, check the checkbox stating that you consent to the terms and conditions.

   d. Click **Login**.

      You are logged into the Metadata Registry and your name displays in the welcome message.

Feedback and Support for Unlocking the Account

While trying to login to MDR if your username or password is incorrect, after three consecutive attempts your user account will be locked.

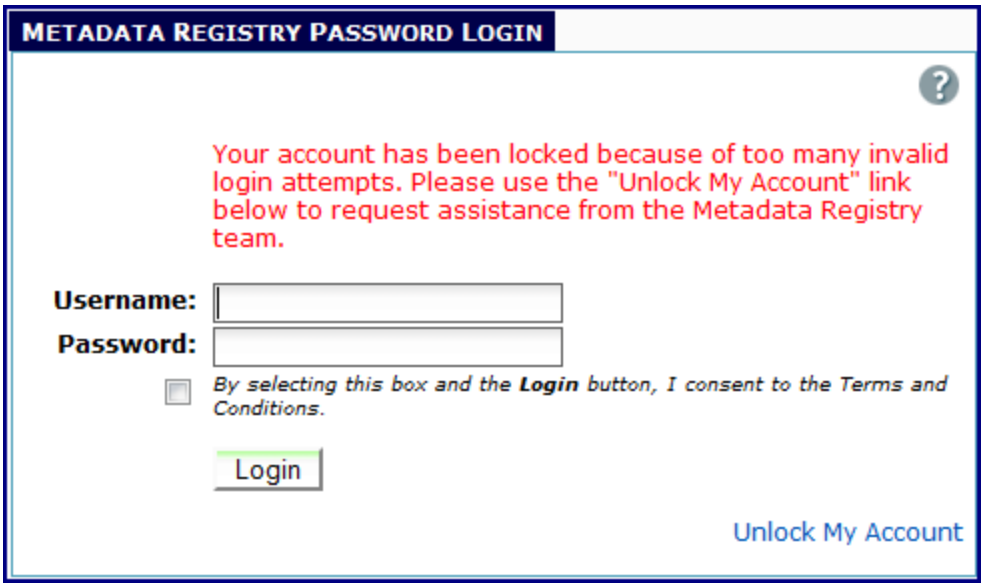


Figure 10. User Account Locked Message

To request that your user account be unlocked, click on the **Unlock My Account** link. The Feedback and Support form is displayed.

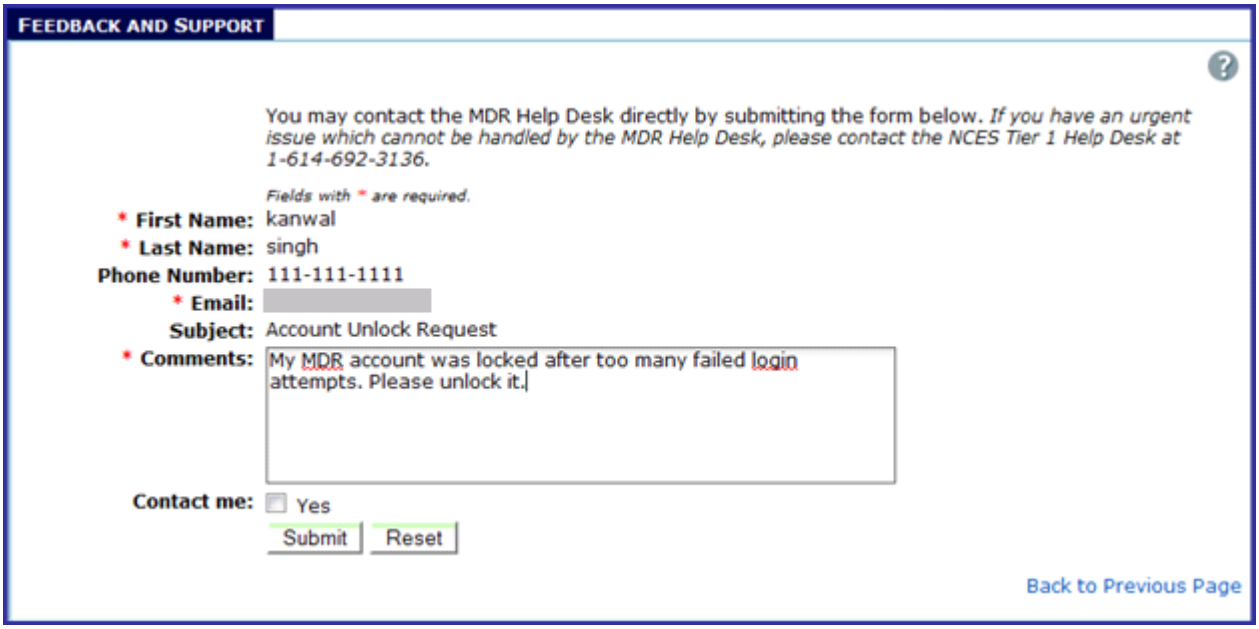


Figure 11. Feedback and Support Form Displayed with User Account Details

Your account details such as name, phone number, and email address are already displayed on the form along with text in the Comments field about the account to be unlocked. You can edit the text as needed.

If you want someone from the Metadata Registry team to contact you, check the Contact me checkbox.

Click **Submit** to send the support request.

Feedback and Support for Reactivating the Account

If your account has been deactivated due to a period of inactivity, you can submit a Feedback and Support request to the MDR Administrator to reactivate the account. After the account deactivated message is displayed, click on the **Reactivate My Account** link from the login section.

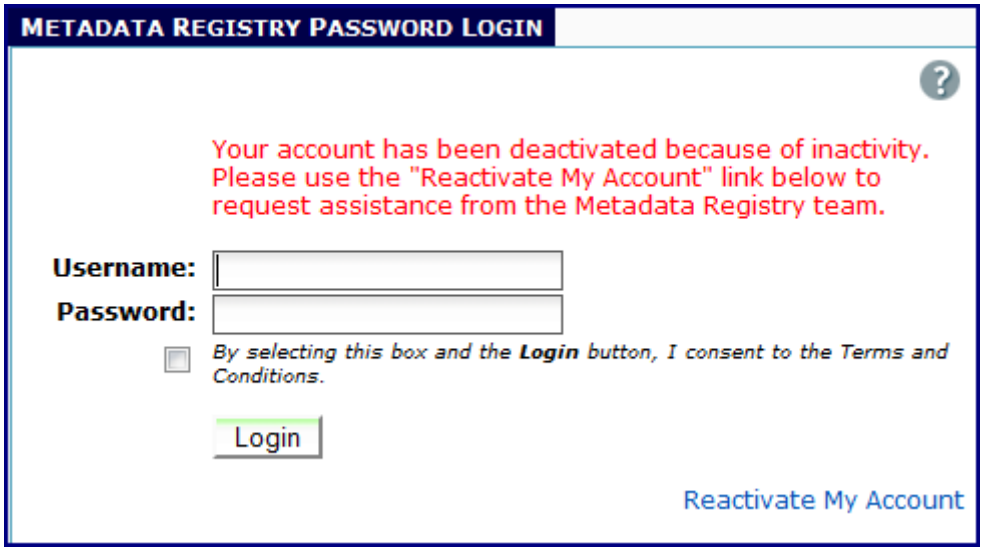


Figure 12. Account Deactivated Message

The Feedback and Support form is displayed.

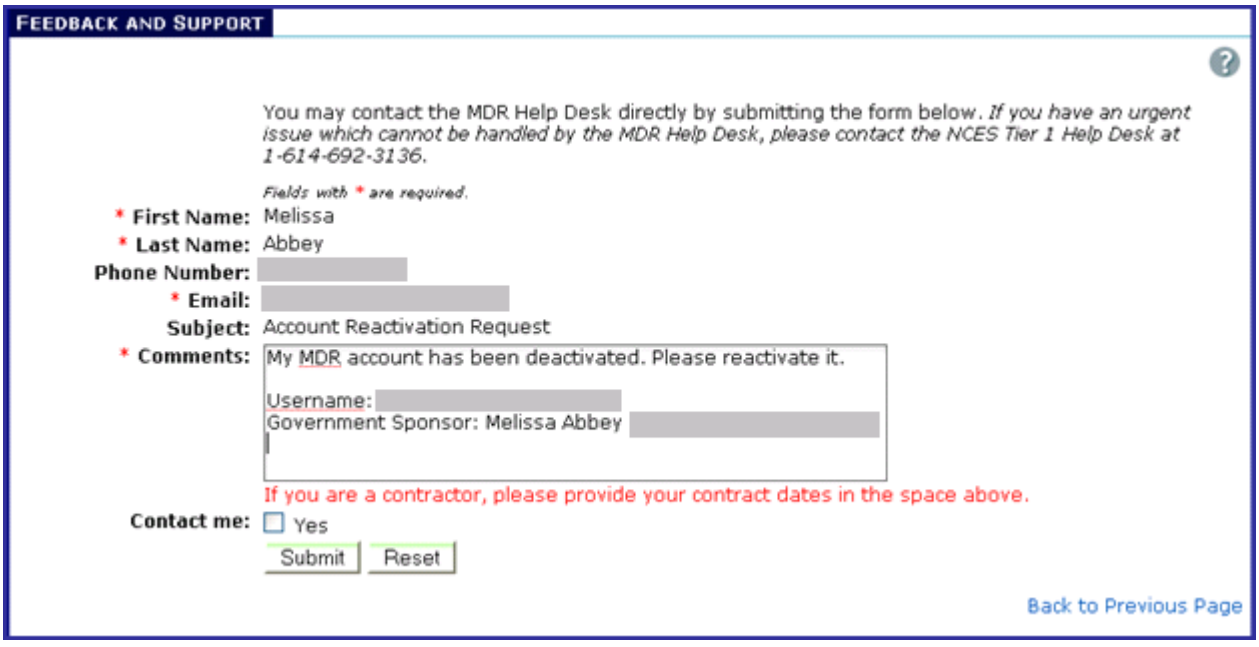


Figure 13. Feedback and Support Form with Account Reactivation Request

Your account details such as name, phone number, and email address are already displayed on the form along with text in the Comments field about the account to be reactivated. You can edit the text as needed. Also, if you are a contractor, you need to provide your contract dates in the Comments field.

If you want someone from the Metadata Registry team to contact you, check the Contact me checkbox.

Click **Submit** to send the support request.

Logging in Through AKO/DKO Website

Single-Sign-On (SSO) validation is performed by the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) website. The SSO infrastructure requires users to associate their AKO/DKO account with their Metadata Registry (MDR) account.

To log into the Metadata Registry from the AKO/DKO website:

1. Login to AKO/DKO (do not login to MDR) with your AKO/DKO Username and Password.

2. From the AKO/DKO home page, click the **MDR** button in the **NCES User Services** section on the right side of the page to navigate to the Metadata Registry home page.

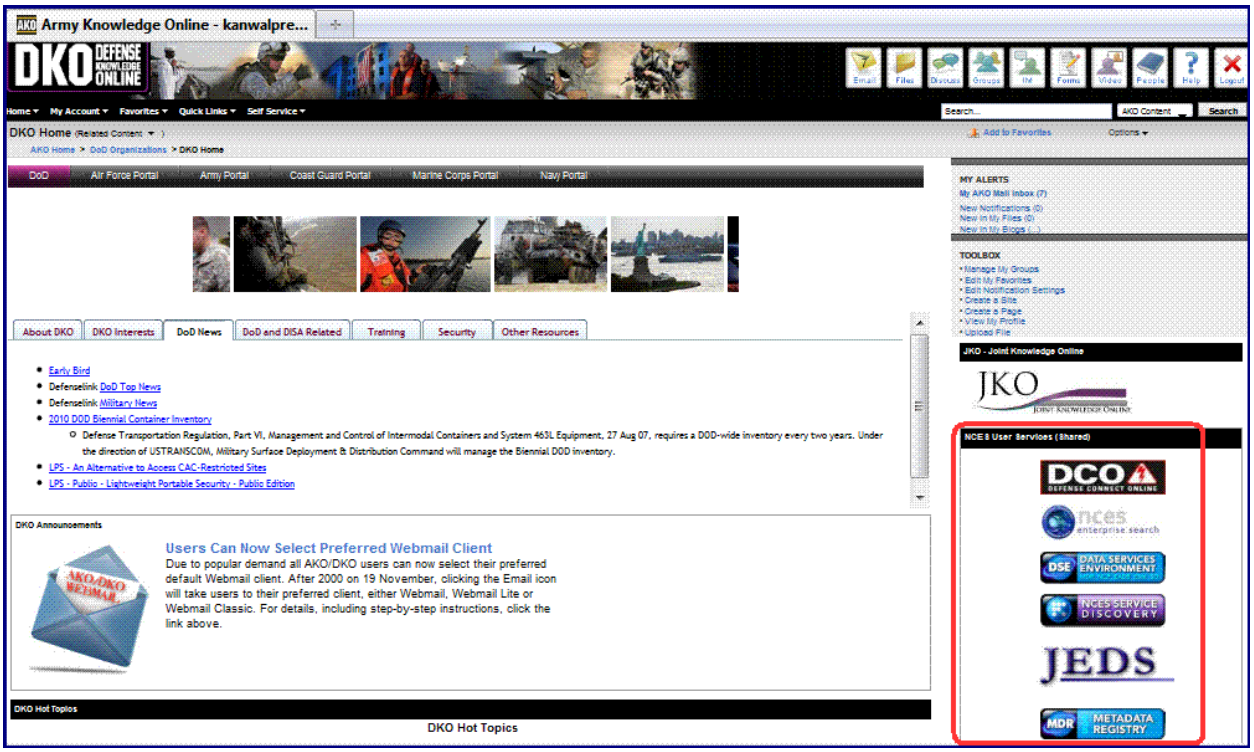


Figure 14. AKO/DKO Home Page

3. You will be taken to the MDR Account Association page. Login with an existing MDR account or register for one by clicking on the "Need an account?" link. Once this step is complete, you will automatically be logged into the MDR on your next visit using SSO validation.

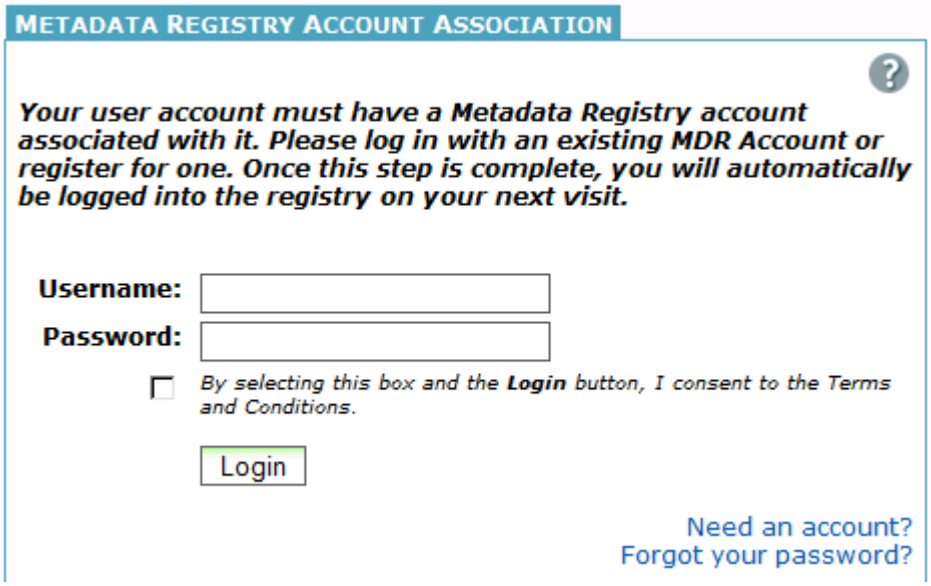


Figure 15. MDR Account Association

4. Use the "My Workspace" portion of the Metadata Registry to manage your account information (**My Workspace > Manage My Account**). Here you will see the Associated DKO Accounts. Use this section to view and remove associations between DKO accounts and your MDR account.

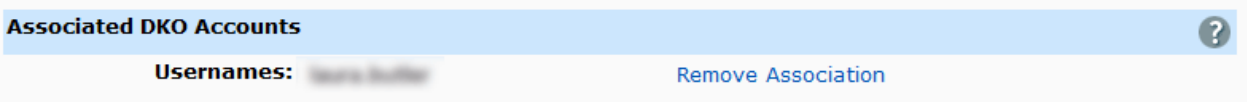


Figure 16. MDR Associate DKO Account

Requesting Your User Password

In the event that you forget your password to the Metadata Registry, you may request that a new password be e-mailed to you. Please note you may only change your Metadata Registry password once within a 24-hour time period. If you request your password, you will not be able to change your password for 24 hours.

To request your new password:

1. Click the **Login** link displayed at the top right corner of the Metadata Registry page.

   The **Login** form displays.

2. Click the **Forgot your password?** link.

   The Reset Your Password form displays prompting you to enter your e-mail address.

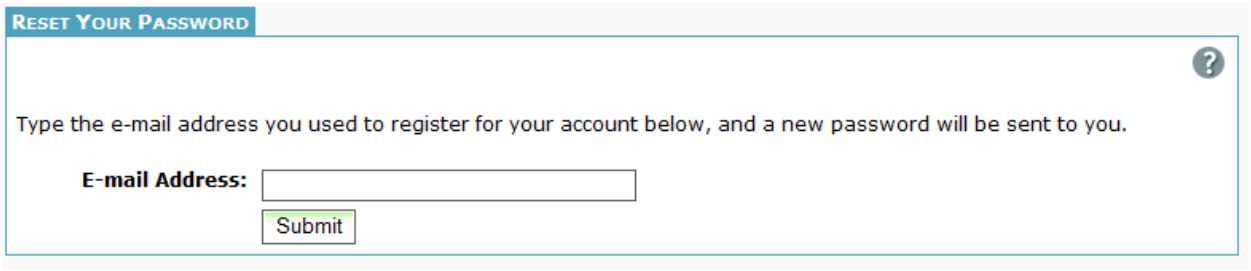


Figure 17. Reset Your Password form

3. Enter the e-mail address associated with your Metadata Registry user account in the **E-Mail Address** field.
4. Click **Submit**.

   A message displays stating that a new password has been mailed to you.

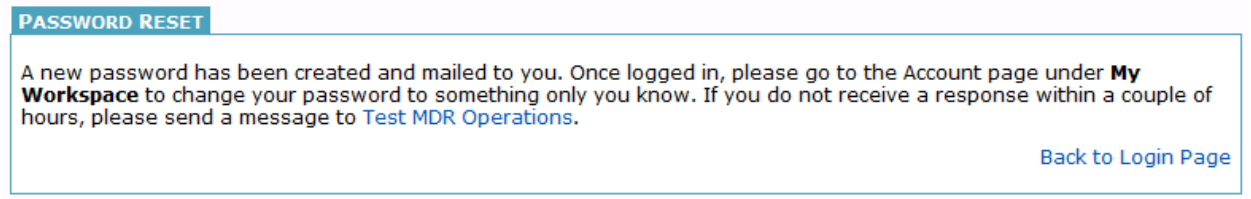


Figure 18. Password Reset message

5. Click the **Back to Login Page** link.
6. Log in using the password that is e-mailed to you.

   The Password Reset page displays a message stating that your password was reset.

7. After 24 hours, reset your password by selecting the **My Workspace** menu option, then click on the **Manage My Account** link.

Make sure the password does not contain any leading or trailing spaces.

Account Deactivation

If you do not log in to your account for more than 60 days, you receive an email from the MDR system. The email contains a warning that if you do not log into your account within 14 days, the account will be permanently deactivated. You must log into your account within the 14 days otherwise the account will be deactivated. Once the account is deactivated, you must contact the MDR Administrator to reactivate the account.

MDR Menu Options

The menu bar for navigating the Metadata Registry is located along the left side of each page. Placing your cursor over a menu option highlights the option. Within some of these menu options are sub-menus that are specific to the selected menu option. Placing your cursor over a sub-menu option highlights the option name.

Click on a menu option with an arrow next to it to see sub-menus. Click that option again to hide the sub-menu. Only one sub-menu can be displayed at a time.

Figure 19. Menu Bar

Table 3 lists the available menu options.

Table 3. Standard Menu Options

Menu Option	Description
Login	Enables you to login to the MDR application.
Home	The first page to display after you log in. The Home page displays notifications, notable information resources, and feeds.
About	General information about the Metadata Registry.
Working Group	Displays information about the Metadata Working Group.
Help	Information for using the Metadata Registry.
My Workspace	Options within My Workspace allow you to manage your account, and your personal data.
Search	Allows user to search the Metadata Registry. Includes Basic search, Advanced search, and Federated search.
View	Provides options for viewing data within the Metadata Registry.

Menu Option	Description
By Namespace	Allows you to view the data within a particular namespace.
By Inventory	Displays information resources by namespace and type.
By Ratings	Displays information resources by user-assigned ratings.
By Relationships	Allows you to view similar information resources based on user-defined is-Similar-To or is-Categorized-By relationships.
By URLs	Allows you to view user-defined URLs for information resources.
Other Metadata	Provides options for viewing and searching reference data sets, data elements, database segments, and other metadata from previous versions of MDR.
Publish	
Submission Wizard	Access to the submission package tool which allows you generate, validate, and submit a submission package containing XML schemas, WSDLs, and other file types.
Submit Metadata	Allows you to upload your submission packages and taxonomy files.
Tools	Allows access to the Schematron Validation Tool which enables you to validate the Schematron files.
Reports	Generate reports about MDR activity and assets.
COI Directory	
COIs	Displays a list of Communities of Interest (COIs).
Domains	Displays a list of domains.
Mission Areas	Displays a list of mission areas.
COI Links	Displays a list of COI directory links.
Feedback and Support	Displays the feedback form.

If you are a registry operator or namespace administrator, you will have additional menu options besides those listed in Table 3. For information on using these additional menu options, please refer to the Metadata Registry Administrator's manual.

Providing Feedback and Requesting Support

To submit feedback and get support while using the Metadata Registry:

1. Click the **Click here for "Feedback and Support"** link at the bottom of the page. Alternatively, you can click on the Feedback and Support link on the menu on the left side of the page.

   The Feedback form is displayed. The fields on the Feedback form differ depending on whether or not you are logged into the Metadata Registry.

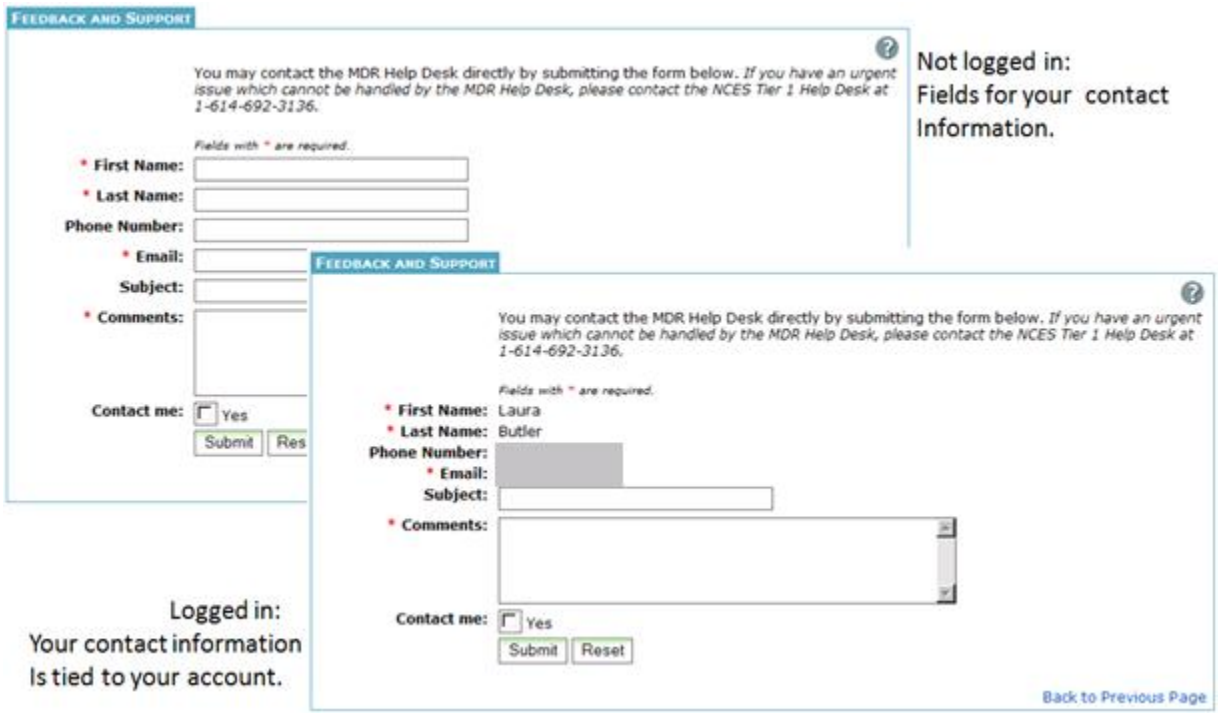


Figure 20. Feedback Form

2. Provide the following information in the Feedback form's fields. Information is required for fields marked with an asterisk (*).

If you are logged into the Metadata Registry, you will not need to enter your contact information.

Table 4. Comment Form Fields

Field Name	Field Value
First Name*	Your first name. If you are already logged in, this text field will not be displayed.
Last Name*	Your last name. If you are already logged in, this text field

Field Name	Field Value
	will not be displayed.
Phone Number*	Your primary phone number. If you are already logged in, this text field will not be displayed.
Email*	Your e-mail address. If you are already logged in, this text field will not be displayed.
Subject	The subject of your email.
Comments*	Enter your comment text.
Contact me	If you would like someone from the Metadata Registry team to contact you, check this checkbox.

3. Click **Submit**.

   A confirmation message displays thanking you for your feedback.

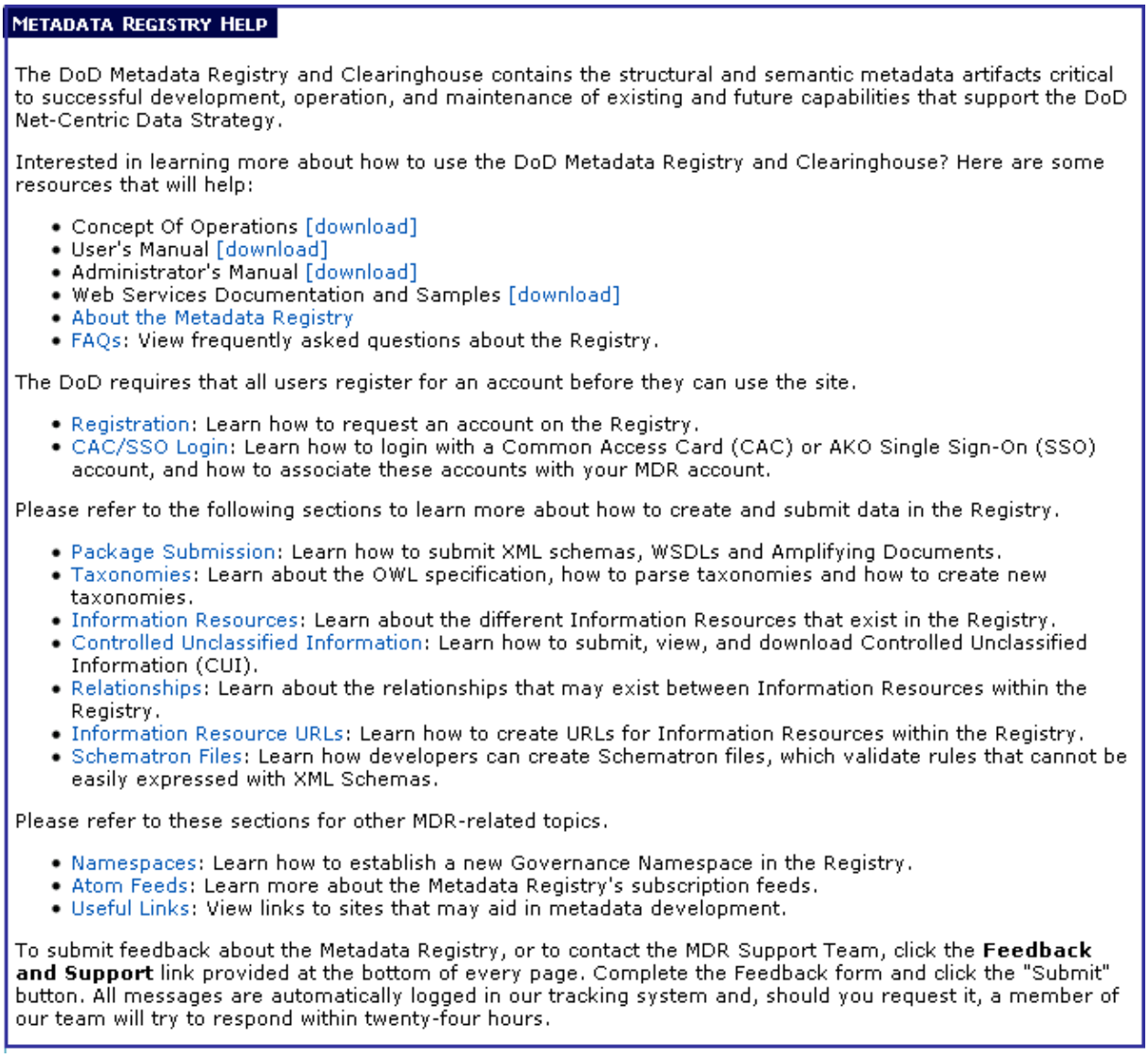
The information on the Feedback and Support form is displayed in context of the current task you are performing. For instance, if you are accessing the Feedback and Support form to request unlocking or reactivating your account, the Comments field is pre-populated with text about request for unlocking or reactivating the account. Similarly, if you receive errors while using the Submission Wizard or navigating the website, the Feedback and Support form is displayed with appropriate information.

For information about support for unlocking or reactivating your account, see the Feedback and Support for Unlocking the Account and Feedback and Support for Reactivating the Account sections of this manual. For information about support for errors received while working with the Submission Wizard, see the Submission Wizard section of this manual.

4. If you receive an error while navigating the website, click on the **Report This Error** link on the error page. The Feedback and Support form is displayed. The fields on the feedback form are pre-populated with information about the error. Edit the comments as needed and click **Submit**.

Help

To learn more about MDR and to find out about additional resources, click on the **Help** link on the menu on the left side of the page. The Metadata Registry Help page is displayed.



METADATA REGISTRY HELP

The DoD Metadata Registry and Clearinghouse contains the structural and semantic metadata artifacts critical to successful development, operation, and maintenance of existing and future capabilities that support the DoD Net-Centric Data Strategy.

Interested in learning more about how to use the DoD Metadata Registry and Clearinghouse? Here are some resources that will help:

- Concept Of Operations [download]
- User's Manual [download]
- Administrator's Manual [download]
- Web Services Documentation and Samples [download]
- About the Metadata Registry
- FAQs: View frequently asked questions about the Registry.

The DoD requires that all users register for an account before they can use the site.

- Registration: Learn how to request an account on the Registry.
- CAC/SSO Login: Learn how to login with a Common Access Card (CAC) or AKO Single Sign-On (SSO) account, and how to associate these accounts with your MDR account.

Please refer to the following sections to learn more about how to create and submit data in the Registry.

- Package Submission: Learn how to submit XML schemas, WSDLs and Amplifying Documents.
- Taxonomies: Learn about the OWL specification, how to parse taxonomies and how to create new taxonomies.
- Information Resources: Learn about the different Information Resources that exist in the Registry.
- Controlled Unclassified Information: Learn how to submit, view, and download Controlled Unclassified Information (CUI).
- Relationships: Learn about the relationships that may exist between Information Resources within the Registry.
- Information Resource URLs: Learn how to create URLs for Information Resources within the Registry.
- Schematron Files: Learn how developers can create Schematron files, which validate rules that cannot be easily expressed with XML Schemas.

Please refer to these sections for other MDR-related topics.

- Namespaces: Learn how to establish a new Governance Namespace in the Registry.
- Atom Feeds: Learn more about the Metadata Registry's subscription feeds.
- Useful Links: View links to sites that may aid in metadata development.

To submit feedback about the Metadata Registry, or to contact the MDR Support Team, click the **Feedback and Support** link provided at the bottom of every page. Complete the Feedback form and click the "Submit" button. All messages are automatically logged in our tracking system and, should you request it, a member of our team will try to respond within twenty-four hours.

Figure 21. MDR Help Page

This page provides links to the MDR Concept of Operations (CONOPS), MDR User's manual, the Administrator's manual, Web Services Documentation and Samples; access to information about the MDR; access to FAQs; access to additional information about registering for an MDR account, logging into the MDR using the CAC and the SSO; access to information about creating and submitting data in the MDR; and access to information about other MDR-related topics.

Online Help

Each page within MDR has a Help icon "?" in the upper right corner (see Figure 22). Clicking on the help icon displays a Help window (see Figure 23) with information pertinent to the current page and the associated functionality.

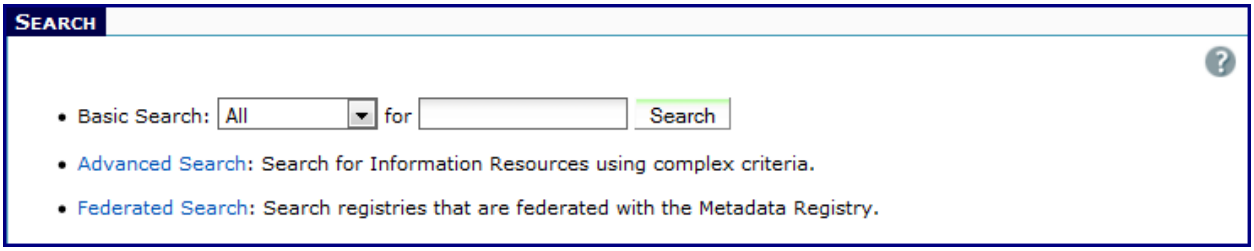


Figure 22. Help Icon in MDR

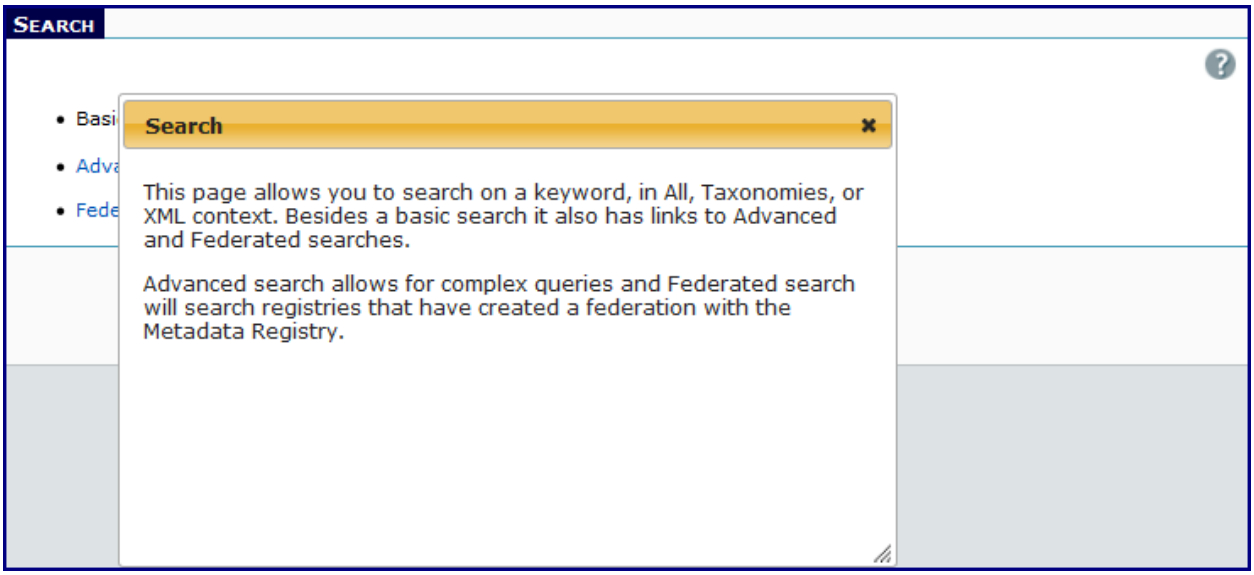


Figure 23. Help Window

To close the Help window and return to the current page, click on the "X" in the upper right corner of the Help window.

Some pages within MDR have multiple Help icons depending on the number of sections on that page. For example, the My Workspace page has Help icon for each section on that page.

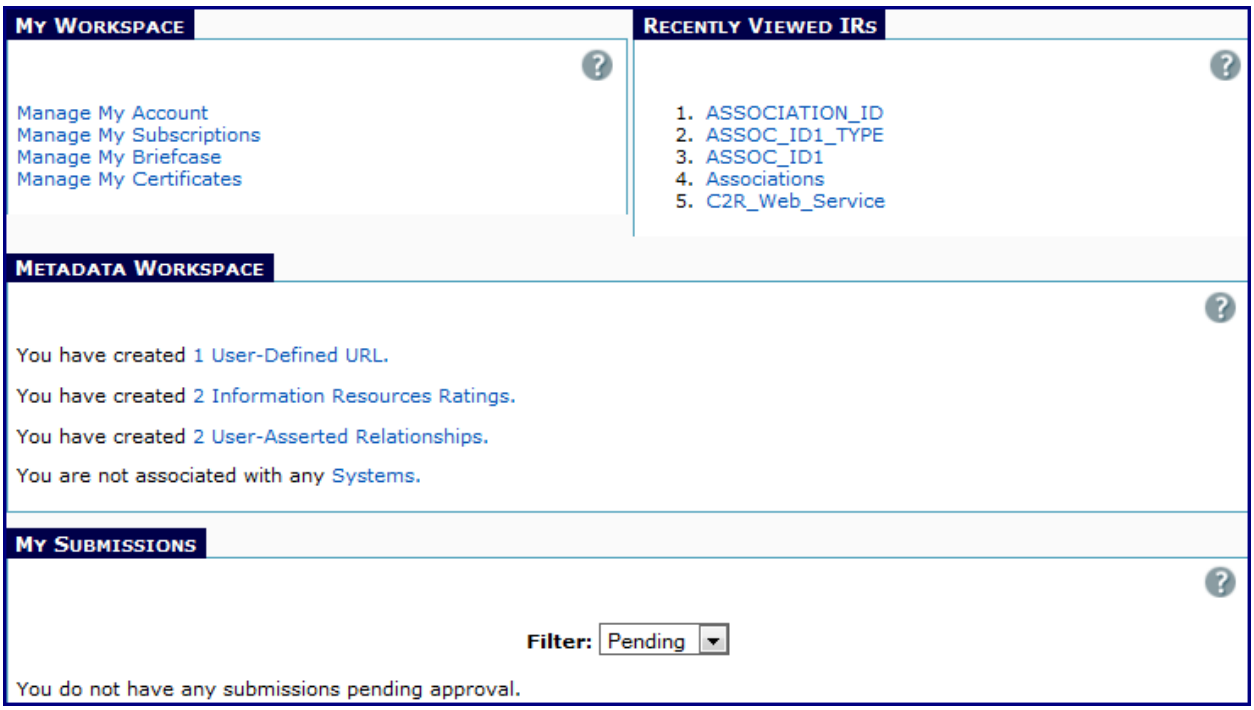


Figure 24. Multiple Help Icons in MDR

Chapter 3. Home Page

The sections of the Metadata Registry home page are described below.

Notifications

Notifications display information related to the Metadata Registry's availability (upgrades, downtime, scheduled maintenance). If you checked the **Notifications** checkbox when you registered for an account, you will also receive an e-mail when new notifications are added. (If at any time you wish to change your **Notifications** selection, go to **My Workspace > Manage My Account**.)

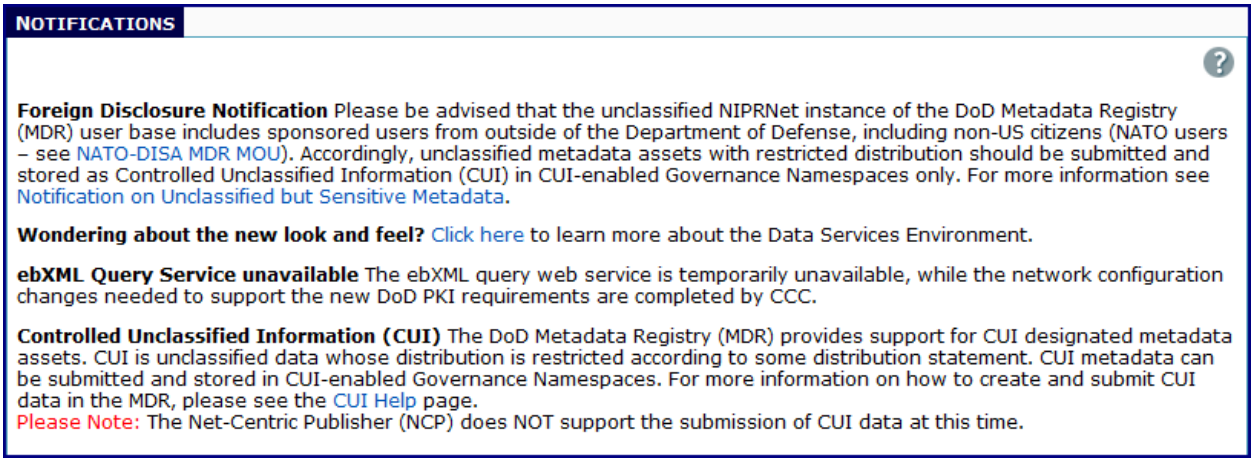


Figure 25. Notifications

Notable Information Resources (IRs)

The Notable Information Resources area of the Home page displays the names of the highest rated information resources (IRs), the most downloaded IRs, the IRs that you most recently viewed, and recently added IRs.

Highest Rated

The active IRs with the highest average ratings are listed in the Notable Information Resources section of the page.

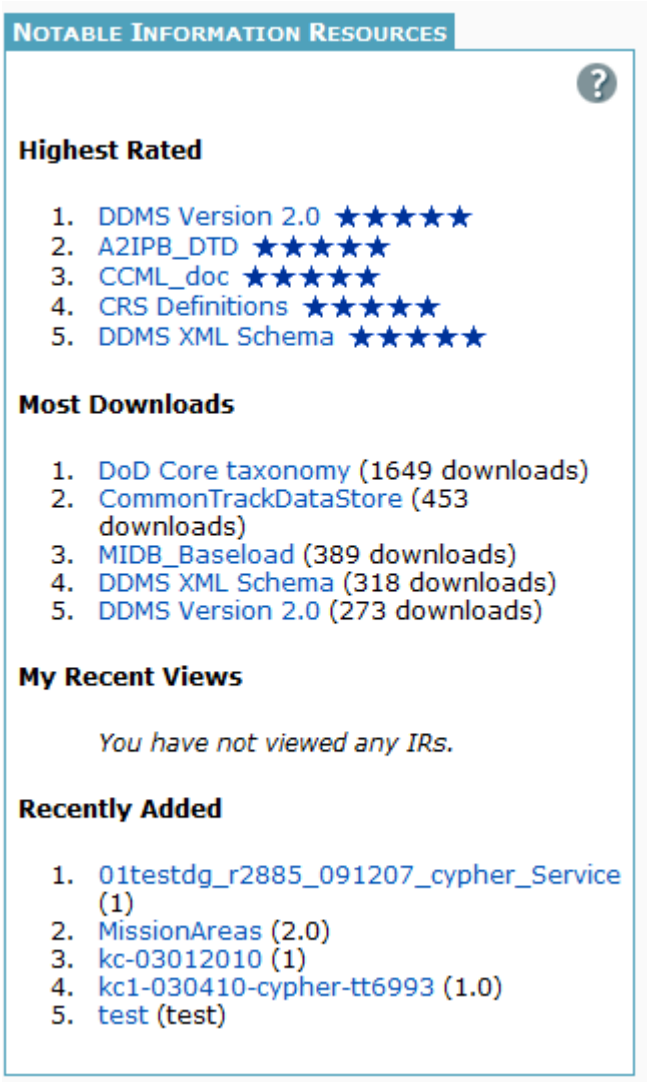


Figure 26. Notable Information Resources

To view the IR Details page for these IRs, click the IR name.

Most Downloaded

The most frequently downloaded IRs are listed in the Notable Information Resources section under the Most Downloads heading.

My Recent Views

The IRs that you have most recently viewed using the IR Details page are listed under the My Recent Views heading. To view the IR Details page, click the IR name.

Recently Added

The IRs that have been most recently added are listed under the Recently Added heading. To view the IR Details page, click the IR name.

Feeds

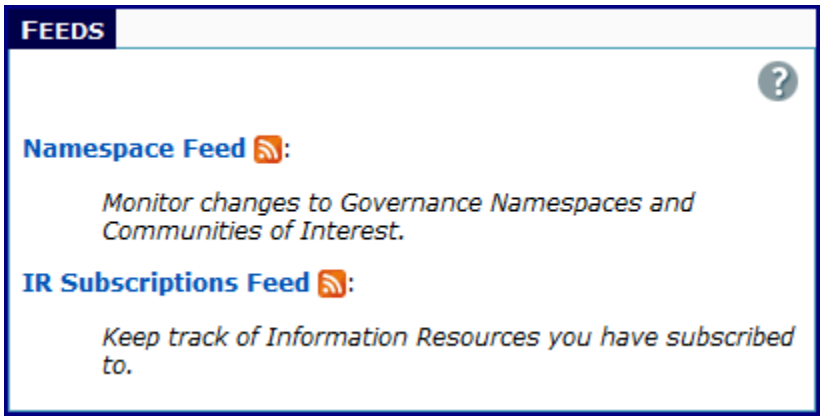


Figure 27. Homepage Feeds section

Web feeds are XML-based files that allow users to keep abreast of changes to a website's content. The Metadata Registry employs the Atom Syndication Format to publish changes to metadata and the website itself. The MDR provides a DDMS-enhanced feed to increase the level of detail about website changes, while reducing the number of emails sent under the old email-based model. There are two Atom feeds available:

- Namespace Feed
  This Atom feed announces the creation of new Governances Namespaces, Communities of Interest, Domains, and Mission Areas, as well as updates and deletions from the previous 30 days. Anyone can subscribe to this feed, although you may need to login to MDR to see the full details of any changes.
- IR Subscriptions Feed
  This is a personalized Atom feed which keeps track of any IRs to which you have subscribed. You can subscribe to a package or taxonomy from an IR Details page, or to a whole namespace from the View By Namespace page. Your IR Subscriptions can be managed in the *My Workspace -> Manage My Subscriptions* area. This feed will show you changes to those IRs from the previous 30 days, such as new ratings, changed User-Defined URLs, and status changes. Previously, subscription emails were delivered every two weeks. The subscription Atom feed is updated as events occur, providing real-time notification of changes.

Users who would prefer not to use their personalized Subscriptions Feed can still access a web-based report of historical changes from their Subscriptions Report page.

Subscribing to a Feed using Internet Explorer 8.0

1. From the MDR homepage, click on one of the Feed links in the lower right box. If you are interested in the Subscriptions Feed, you will need to login first.

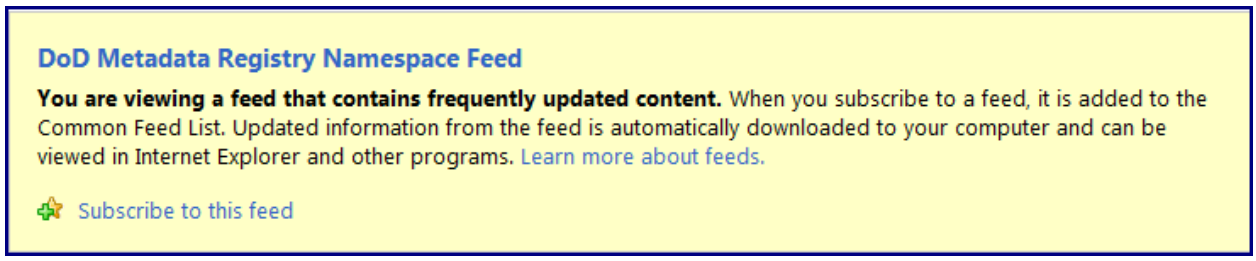


Figure 28. Subscribing to a Feed in IE

2. A page will appear with options to subscribe to the feed, using Internet Explorer's built-in feed reader. Click "Subscribe to this feed" and then "Subscribe" in the popup window that follows.
3. This feed is now in your Feeds center. Click on the "Star" icon to load the Favorites Center (or hit **Alt + C**) and then click on "Feeds". A list of feeds you have subscribed to appears.

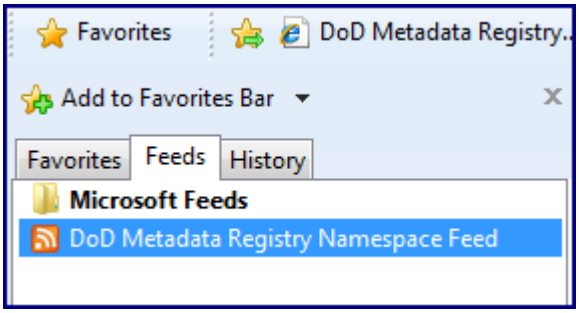


Figure 29. Viewing a List of Your Feeds

4. Click on a feed to see information about recent changes.
5. If you are still having issues subscribing to feeds, try following these steps:
   a) Go to Tools --> Internet Options.
   b) Click on the Security tab and select the Trusted Sites Internet zone.
   c) Click the Sites button and add "https://cypher.fgm.com/mdr/" to your list of trusted sites.
   d) Click Close, OK in Internet Options, and restart Internet Explorer.

Please note:

If you allow Internet Explorer to manage your feeds, you will get the initial feed, but subsequent attempts to refresh might show the error:
"Internet Explorer was unable to update this feed and will try again later."
If you encounter this error, the IE Feed synchronization program may be blocked by your network firewall. Please contact your network support staff and let them know that the file "/system32/msfeedssync.exe" needs to be allowed firewall access.

Subscribing to a Feed using Mozilla Firefox 3.x and Google

1. From the MDR homepage, click on one of the Feed links in the lower right box. If you are interested in the Subscriptions Feed, you will need to login first.
2. A page will appear with options to subscribe to the feed. Select Google from the drop-down list. Click "Subscribe Now".

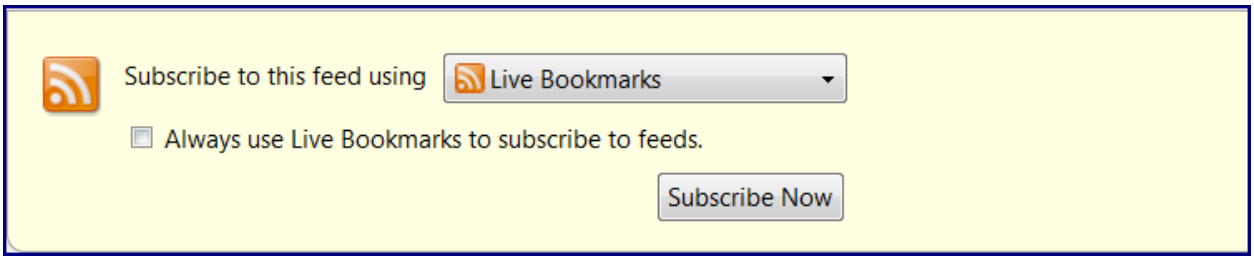


Figure 30. Subscribing to a Feed in Firefox

3. You will then be given an option to have the feed appear on your Google Homepage, or in Google Reader (these options require a valid Google account, such as a Gmail account).
4. By visiting your Google Homepage in the future (or the Google Reader page associated with your account), you will be able to see updates from the MDR Feed as they occur. These pages allow you to track multiple feeds from a single location.
5. If you do not have access to a Google account, there are other options available, such as Bloglines, My Yahoo!, and Live Bookmarks. All of these options are available in the drop-down menu in step 2.

Subscribing to a Feed using third-party software

There are many other options for reading feeds beyond the built-in functionality included in your web browser. A third-party reader, such as FeedReader or NewzCrawler, can also keep track of your subscriptions. The Metadata Registry does not endorse or support any specific third-party reader, but the instructions for subscribing to a feed with one of these readers are straightforward:

1. From the MDR homepage, right-click on a Feed link in the lower right box, and Copy the link to your system clipboard.
2. Open your news reading software and follow its instructions for setting up a new feed. When asked for the URL of the feed, Paste the MDR link into the box.
3. Notifications about MDR Changes will appear whenever you open your reader software.

Chapter 4. Searching the Registry

Using the Basic Search

After you are logged in, you can search the Metadata Registry for IRs .

To find IRs in the Metadata Registry using the basic search capability:

1. Click on the **Search** link in the menu on the left side of the page.

   The Search page is displayed.

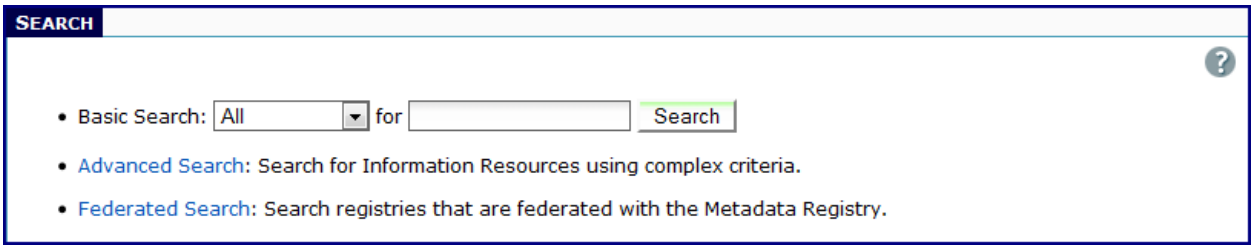


Figure 31. Search

2. Select the type of data that you would like to search for from the Basic Search list. The search options are:

   - All – searches the basic fields of all registered IRs.

- Taxonomies – searches the name, definition, and commend fields of taxonomies and taxonomy nodes.

- XML – searches the name, definition, comment, domain values, datatype facets of all XML types (packages, schemas, Schematron files, elements, attributes, simple types, complex types domain values, supporting documents, WSDL, sample stylesheets, source code, any, choice, sequence, all group).

Reference data sets and data element types and fields are not accessible from the Metadata Registry's search options. To access reference data sets or data element types, select the View > Other Metadata menu option.

3. Enter the word that you would like to locate.

4. Click the **Search** button.

   IRs containing the word that you specified are displayed on the Search Results page. For more information on using the Search Results page, please see page 41.

Using the Advanced Search

The advanced search allows you to specify additional search criteria such as the fields that you would like to search and the namespaces that you would like to include in the search.

To use the advanced search:

1. Click on the **Search** link in the menu on the left side of the page.

   The Search page is displayed.

2. Click the **Advanced** link.

   The Advanced Search page is displayed.

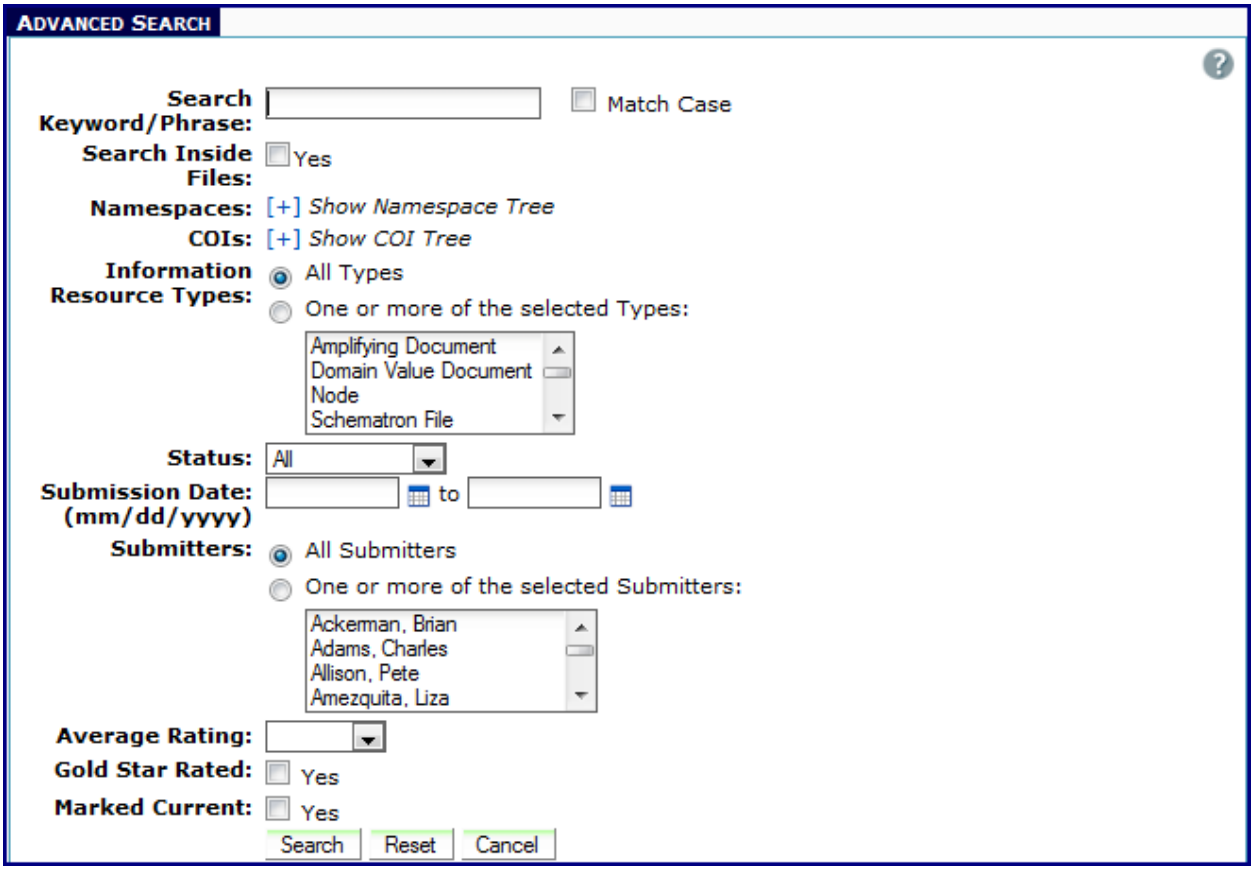


Figure 32. Advanced Search page

Initially, the Namespace and COI trees will be hidden. Click the plus sign next to Namespaces and COIs "+" to see the namespace or COI tree. Click the minus sign "-" to hide the trees.

3. Enter your search criterion in the form's fields.

Field Name	Field Value
Search Keyword/Phrase	Enter the word or phrase that you would like the search to locate. If you enter multiple words in this field, the words will be treated as a phrase. Keyword searches always search Name, Definition, Comment, Domain Values, and XML Namespace field. Boolean operators are not supported at this time.
Match Case	If you have specified a keyword or phrase, you may make the search case-sensitive by checking the **Match Case** checkbox.
Search Inside Files	If you would also like to search files that are associated with IRs, check the **Search Inside Files** checkbox. For a list of the file types included in the full-text search, please see Table 5.

Field Name	Field Value
Namespaces	Click the names of the namespaces that you would like to include in the search. You may locate a namespace by entering a part of its name in the field and clicking **Find**. You may also locate a namespace by clicking the **View Complete List** button.
COIs	Click the names of the COIs that you would like to include in the search. You may locate a COI by entering a part of its name in the field and clicking **Find**.
Information Resource Types	Select one of the following options: *All Types*: This option will search all IR types. *One or More of the selected Types*: Searches only those IR types that you select. To select multiple types, hold down the [CTRL] key while you select the types from the list.
Status	Select one of the following status values from the drop-down list: *All:* This option will search all status types. *Deprecated:* A newer version of the IR is available, but this version is still supported. *Developmental*: The IR is under development and has not been approved for production use. *Operational*: The IR has been approved for production use. *Retired*: The IR is no longer supported.
Submission Date – Start Date **Submission Date – End Date**	The Start Date is the beginning creation date that you would like to include in the search. The End Date is the ending creation date that you would like to include in the search. You can either manually enter the dates in the MM/DD/YYYY format or click the Calendar icon to select these dates from a calendar.
Submitters	Select the name of the persons who submitted the IR. To select multiple submitters from the list, use either of the key combinations: [CTRL]+Click or [Shift]+Click. To select all the submitters, select the All Submitters option.
Average Rating	Select the average rating for the IR.
Gold Star Rated	If you would like to limit the results to only those IRs that have been gold star rated, check the **Gold Star Rated** checkbox.
Marked Current	If you would like to limit the results to only those IRs that have been marked as current, select the **Marked Current** checkbox.

4. Click **Search**.

IRs meeting your search criterion display on the Search Results page.

Search Inside Files

The Metadata Registry provides an option to search the text of any files that are associated with an IR. Currently the full-text search includes filenames with the following suffixes:

Table 5. Files Supported Included in Full-text Search

File Extension	Type
(none)	Plain text
css	Cascading style sheets
csv	Comma-separated value
ddl	Data definition language
doc	Microsoft word document
dtd	Document type definition
htm	Hypertext markup language
html	Hypertext markup language
js	Javascript
owl	Web ontology language
pdf	Portable document format
ppt	Microsoft PowerPoint
rtf	Rich text format
sch	Schematron files
incl	Partial Schematron document
schema	XML schema definition
sh	Shell script
sql	Structured query language
text	Plain text
txt	Plain text
wsdl	Web services description language
xls	Microsoft Excel spreadsheet
xml	Extensible markup language
xsd	Xml schema definition
xsl	Extensible stylesheet language

File Extension	Type
xslt	Extensible stylesheet language transformations

- The Metadata Registry assumes that a file's suffix matches the content type as described in the table above. If there is a discrepancy – for example, invalid text appears in an .xml document – then the document is not searchable.
- Password-protected or encrypted files are not searchable.

Using the Federated Search

The federated search allows you to search for IRs in other registries that are part of the MDR Federation. This is a proof-of-concept operation that will initially be used for demonstration purposes.

To use the federated search:

1. Click on the **Search** link in the menu on the left side of the page.

   The Search page is displayed.

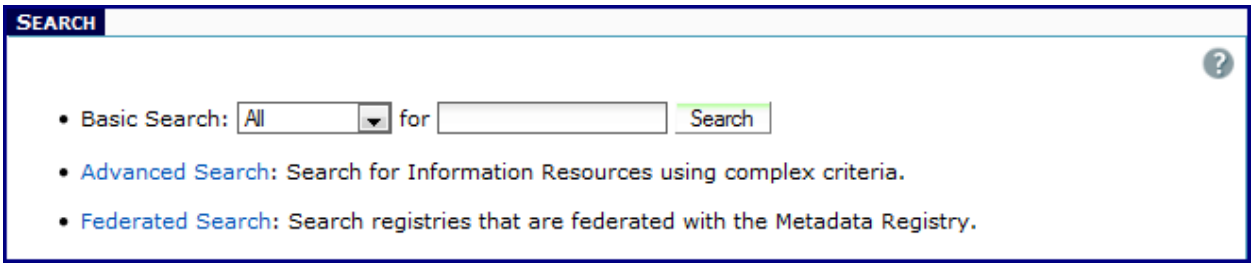


Figure 33. Search Page

2. Click the **Federated Search** link.

   The Federated Search page is displayed.

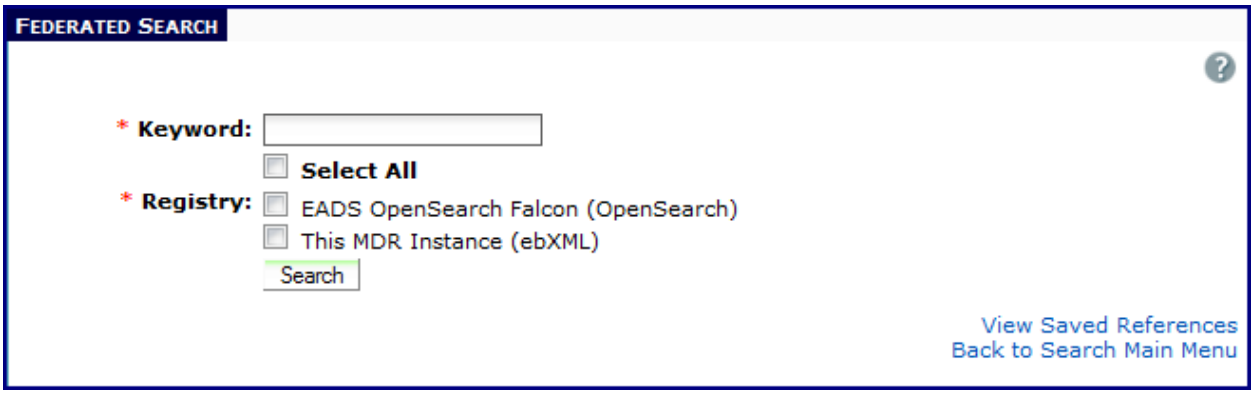


Figure 34. Federated Search

3. Enter a keyword (name of Registry objects) to search on.

4. Select the registry/registries you wish to search by clicking on the Registry checkboxes. You must select at least one registry.

5. Click the **Search** button to see results.

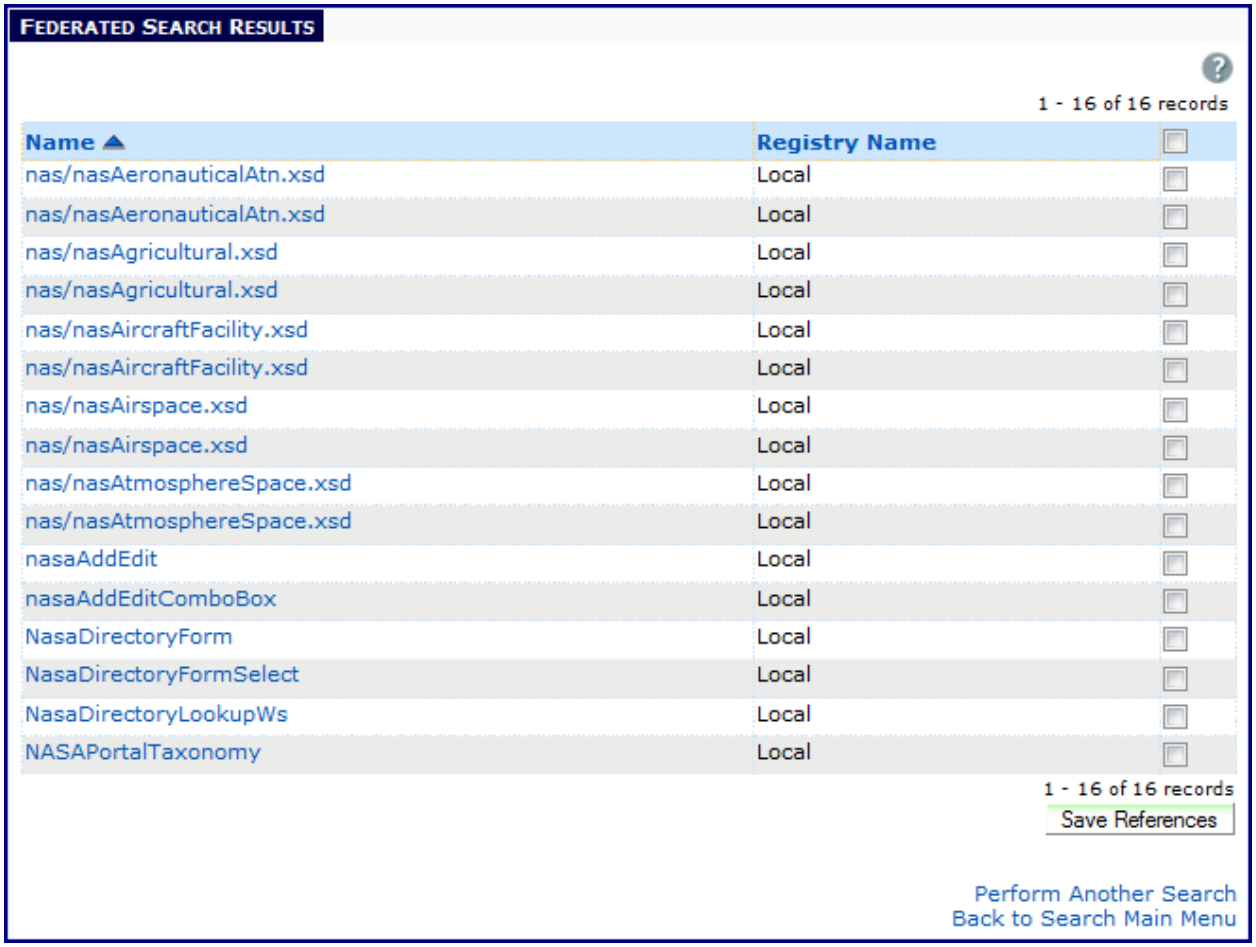
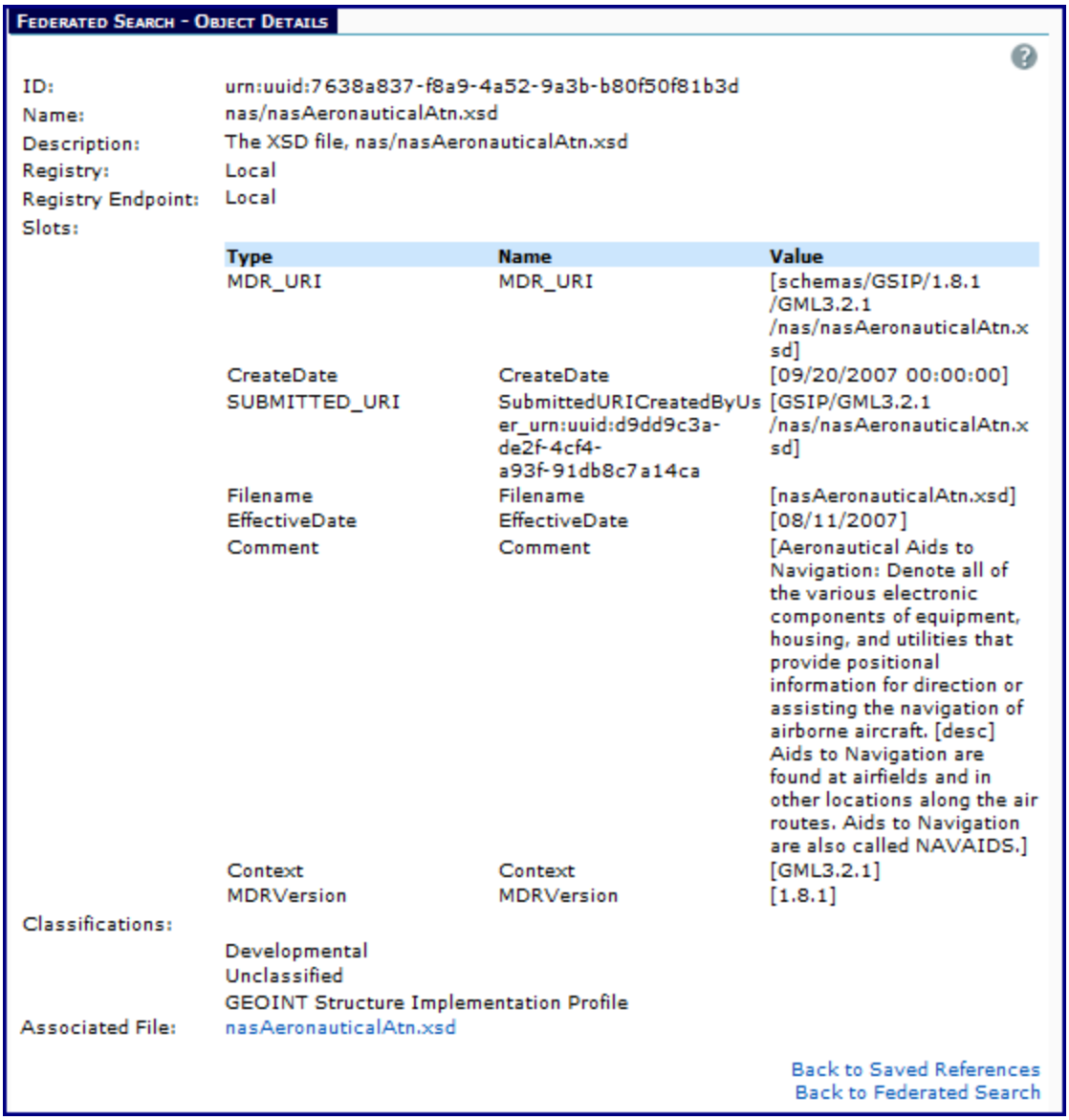


Figure 35. Federated Search Results

6. From the search results, you can sort the results by columns Name and Registry Name. You can click on the object name link to access the Object Details page.



FEDERATED SEARCH - OBJECT DETAILS

ID: urn:uuid:7638a837-f8a9-4a52-9a3b-b80f50f81b3d
Name: nas/nasAeronauticalAtn.xsd
Description: The XSD file, nas/nasAeronauticalAtn.xsd
Registry: Local
Registry Endpoint: Local
Slots:

Type	Name	Value
MDR_URI	MDR_URI	[schemas/GSIP/1.8.1 /GML3.2.1 /nas/nasAeronauticalAtn.xsd]
CreateDate	CreateDate	[09/20/2007 00:00:00]
SUBMITTED_URI	SubmittedURICreatedByUser_urn:uuid:d9dd9c3a-de2f-4cf4-a93f-91db8c7a14ca	[GSIP/GML3.2.1 /nas/nasAeronauticalAtn.xsd]
Filename	Filename	[nasAeronauticalAtn.xsd]
EffectiveDate	EffectiveDate	[08/11/2007]
Comment	Comment	[Aeronautical Aids to Navigation: Denote all of the various electronic components of equipment, housing, and utilities that provide positional information for direction or assisting the navigation of airborne aircraft. [desc] Aids to Navigation are found at airfields and in other locations along the air routes. Aids to Navigation are also called NAVAIDS.]
Context	Context	[GML3.2.1]
MDRVersion	MDRVersion	[1.8.1]

Classifications:
Developmental
Unclassified
GEOINT Structure Implementation Profile
Associated File: nasAeronauticalAtn.xsd

Back to Saved References
Back to Federated Search

Figure 36. Object Details

7. Also, from the search results if you wish to save the references, select the checkboxes for the objects you want and click the **Save References** button. If you need to save the references for the complete list of results, select the checkbox at the top of the results.

View Saved References

To view your saved references, click the **View Saved References** link on the Federated Search page.

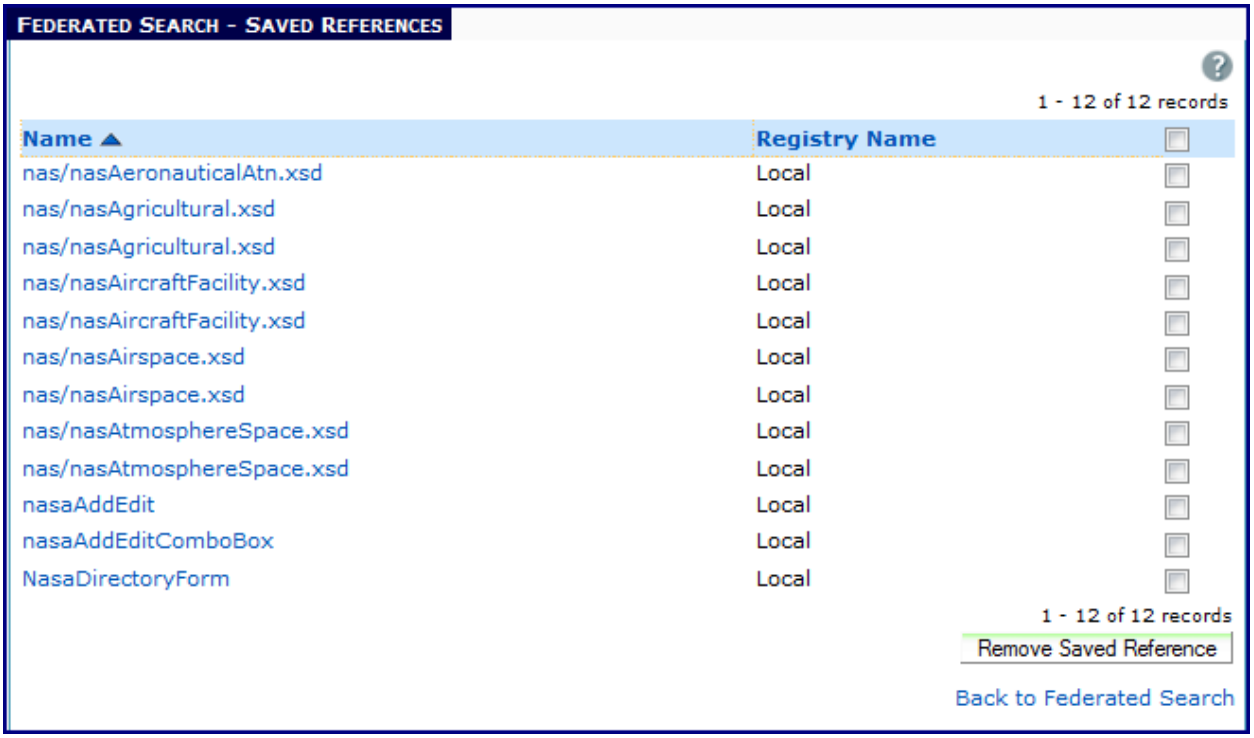


Figure 37. Federated Search - Saved References

To remove a saved reference, select the checkbox for the reference and click the **Remove Saved Reference** button. Alternatively, if you want to remove all the saved references, select the checkbox at the top of the Saved References list.

Note: When a Registry is removed from the Federation, any Saved References from that registry have the text "This registry is no longer a member of the federation", and the link to the details is disabled.

Chapter 5. Search Results and the IR Details Page

Using the Search Results Page

The Search Results page displays all of the IRs that meet your search criteria.

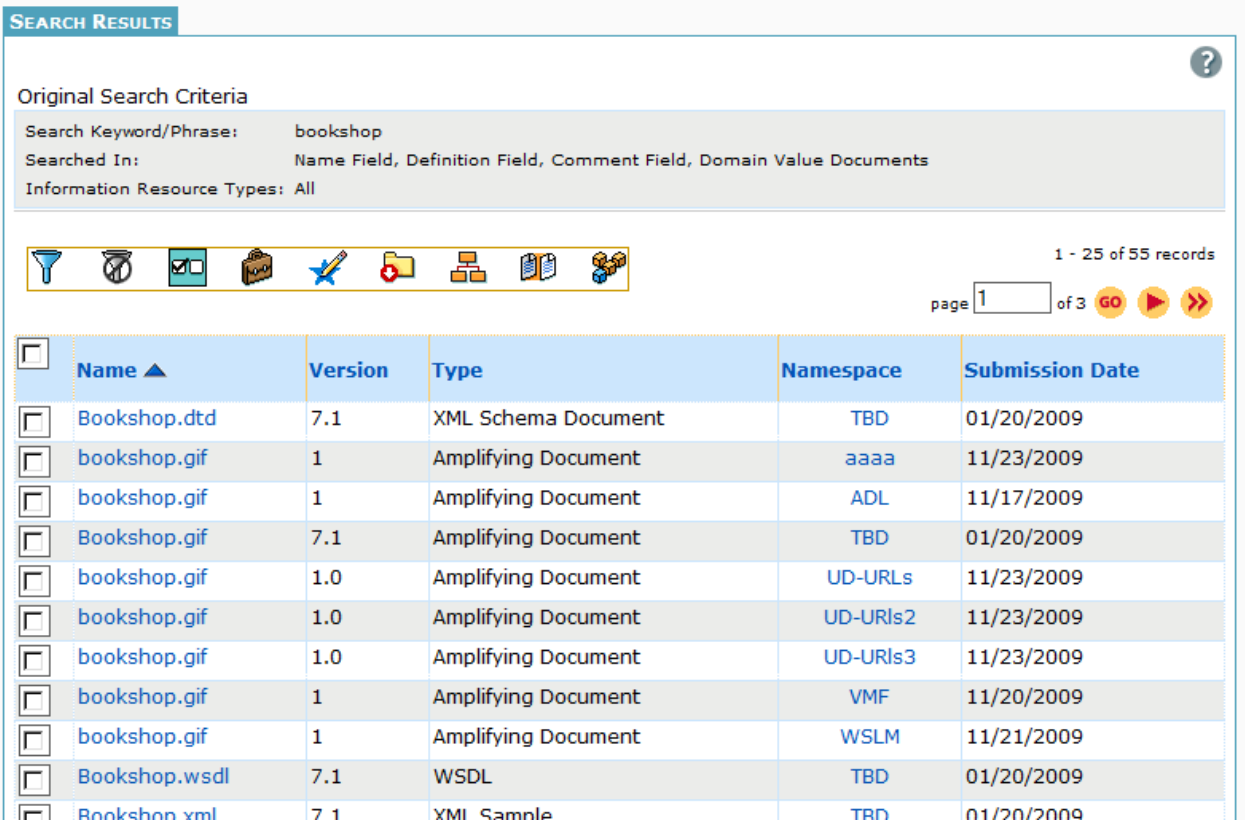


Figure 38. Search Results page

Filtering the Results

To further filter your results, click the Apply Filter icon - . You can then select Submission Dates, Namespaces, COIs, IR Types, Status, Ratings, or Submitters to narrow the results. Click on the **Apply Filter** button to see the filtered results.

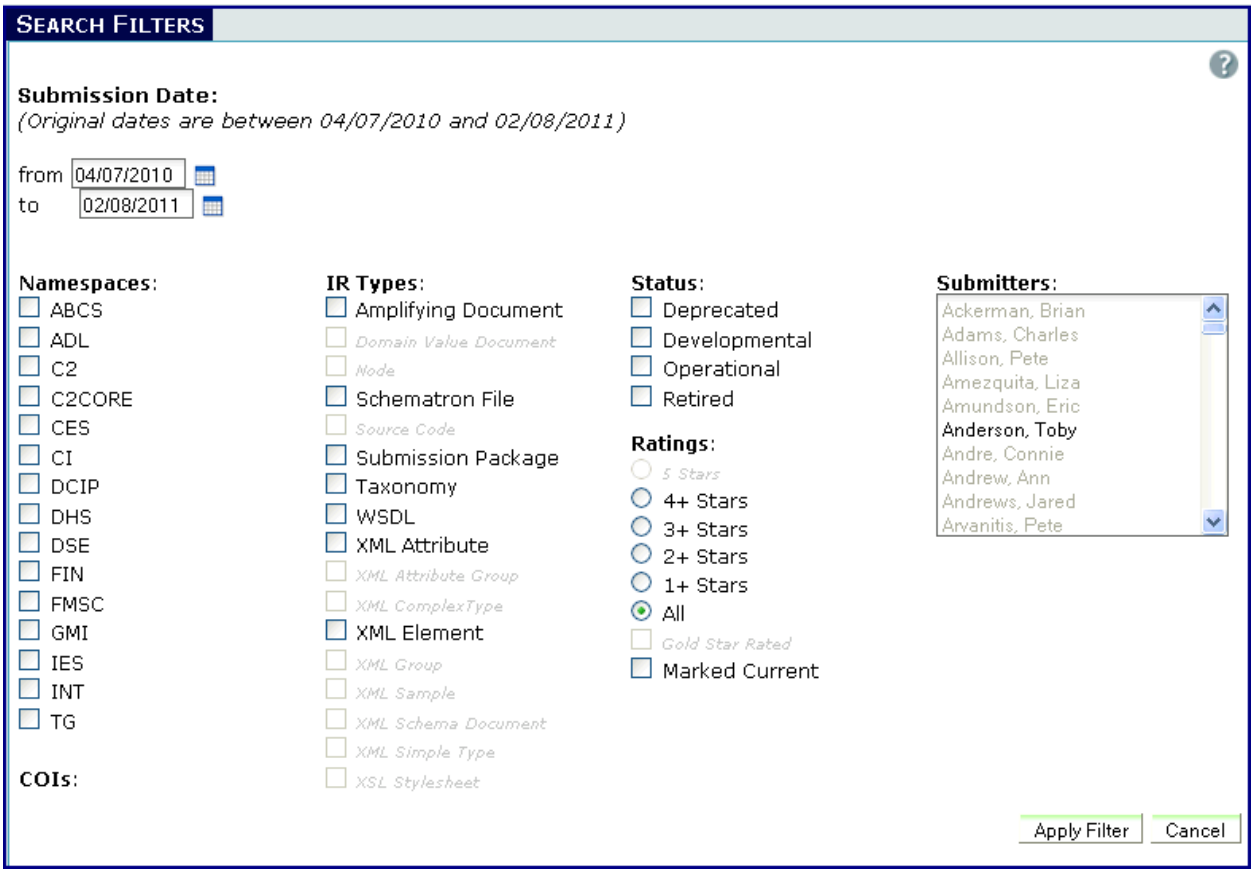


Figure 39. Search Filters

Click the Clear Filter icon - - to clear the filter and see all of the search results.

Shortcuts Toolbar

The shortcuts toolbar displays at the top and bottom of the page.

Change Display Options

Click this icon - - to select which columns to display and to set how many results per page. Make your selections and click the **Update** button.

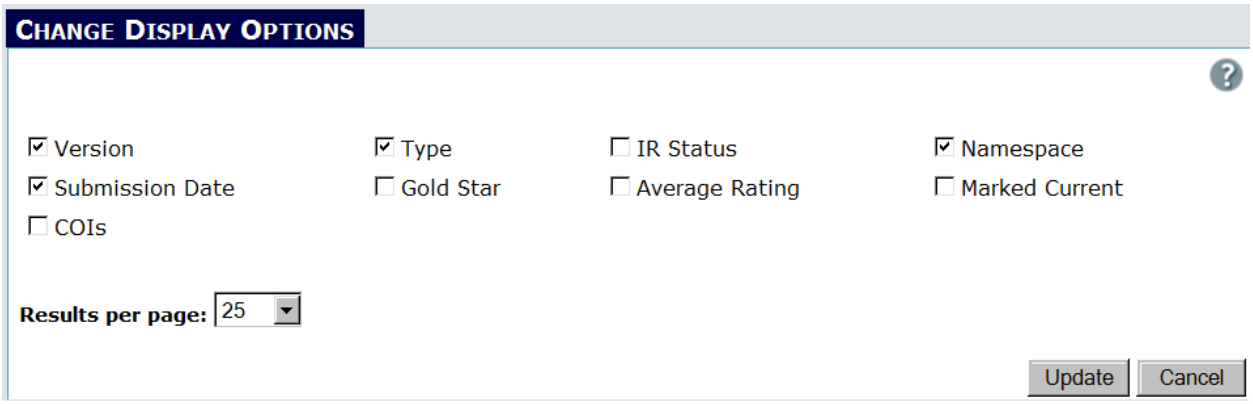


Figure 40. Change Display Options

Add to Briefcase

Click this icon - - to add selected IRs to a briefcase.

The Metadata Registry Briefcase is similar to the shopping cart concept used by many websites. The briefcase serves as a holding area for IRs that you would like to download or compare to one another. Within your briefcase are folders that allow you to group IRs together. IRs may be added to briefcase folders from the Search Results page.

You may also add IRs to your briefcase from the IR Details page. For more information, please see page 65.

To add IRs to your briefcase from the Search Results page:

1. Check the checkbox that displays to the left of the IR name(s).

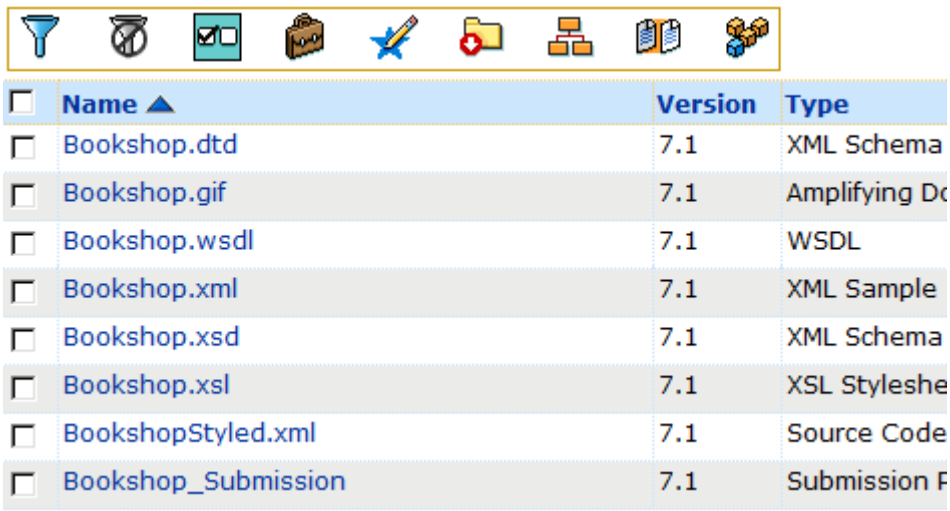


Figure 41. Checkbox to add IR to briefcase

2. Click the Add to Briefcase icon in the toolbar.

   If you have not added a briefcase folder, the Add to New Folder option displays. If you have previously added a briefcase folder, you will also have the option to add the IR to your existing folders.

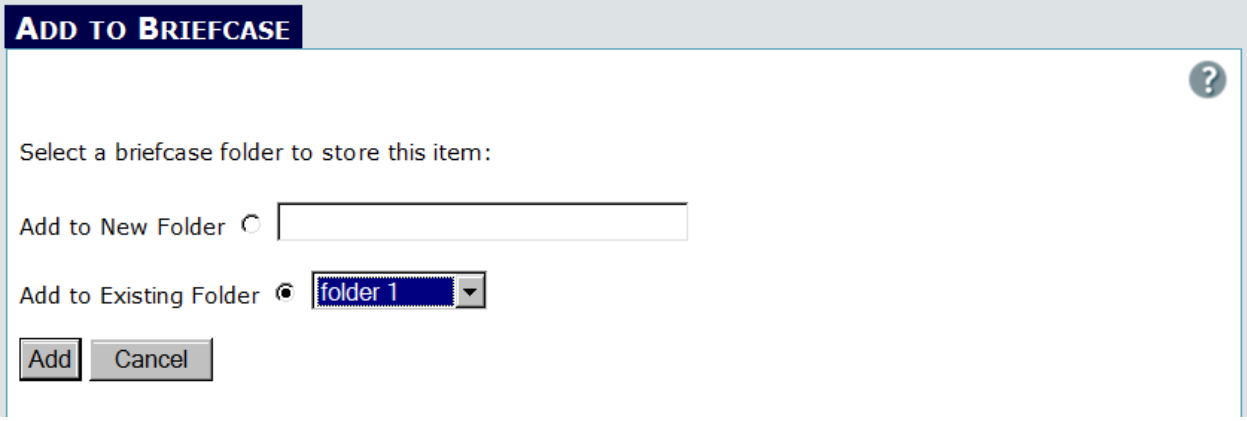


Figure 42. My Briefcase

3. To add the IRs to a new Briefcase folder:
   a. Select the *Add to New Folder* option.
   b. Enter the folder name in the field beside the *Add to New Folder* option.
   c. Click **Add**.

   To add the IRs to an existing Briefcase folder:
   a. Select the *Add to Existing Folder* option.
   b. Select the Briefcase folder name from the list.
   c. Click **Add**.

IRs that have been added to a Briefcase folder will have the Briefcase folder's icon next to the IR name. You may view the contents of the briefcase folder by clicking on the folder icon.

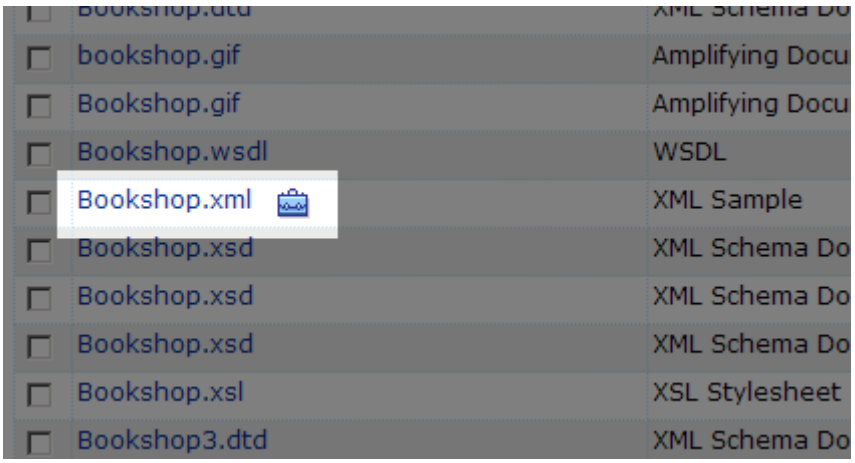


Figure 43. Briefcase Folder icon

Rate

Click this icon - - to rate IRs. Click on the star to rate, enter comments, then click **Submit**.

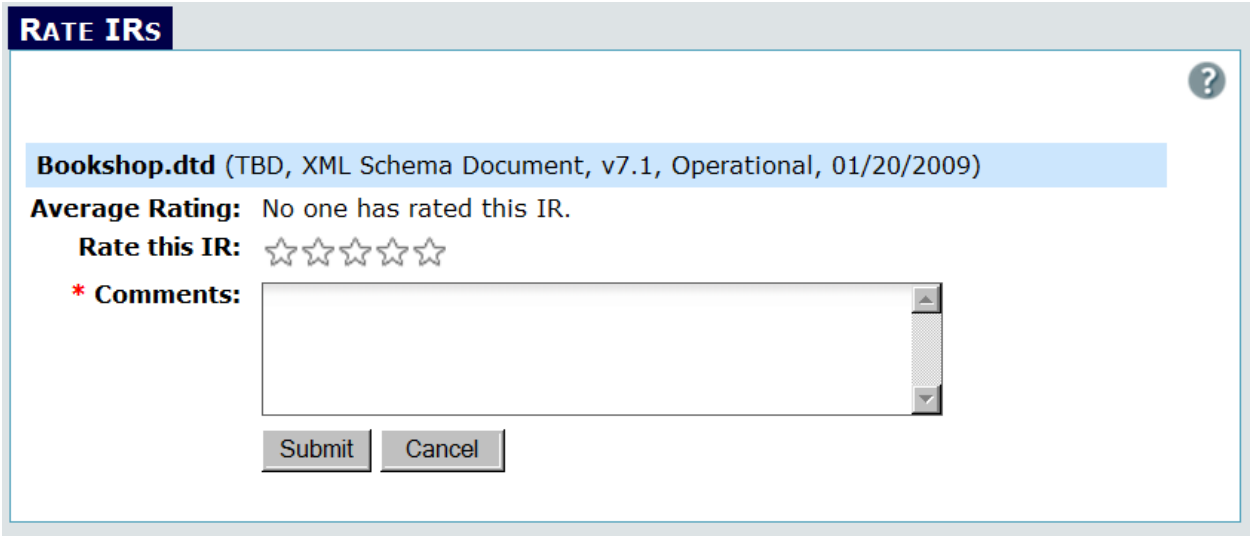


Figure 44. Rate IRs

Subscribe To

Click this icon - - to subscribe to IRs. Select the Account and Level of Interest, then click **Submit**.

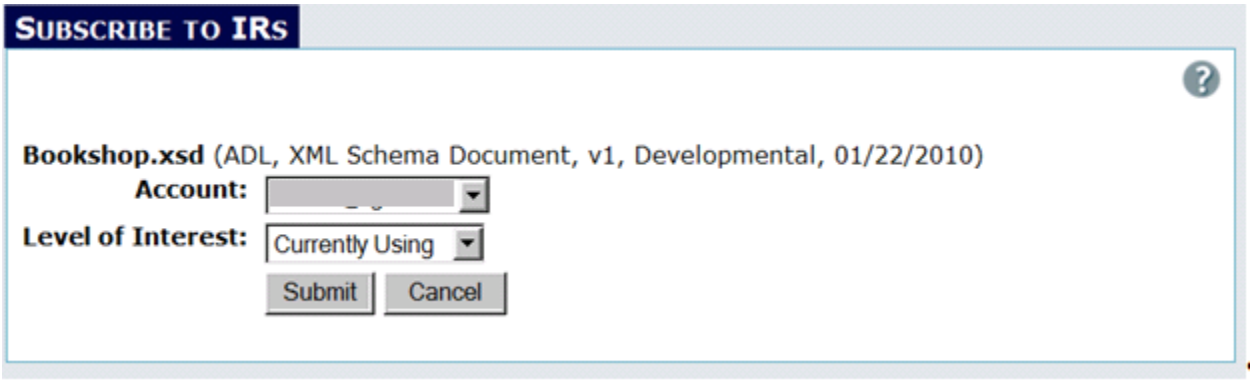


Figure 45. Subscribe to IRs

Categorize

The Metadata registry enables two types of relationship associations between IRs – the system relationships and user-asserted relationships. In user-asserted relationships, some relationships can be created at the time of submission, like Newer Version, while others can be identified and asserted after the IRs exist in MDR. The user-asserted relationships are of two types:

- is-similar-to: Any IR can be asserted as "similar to" any other IR.

- is-categorized-by: IRs can be categorized by nodes in a Taxonomy. For example, a user might look at a schema and decide that this schema "is categorized by" the "Mission Area" node in a taxonomy.

The target of your relationship can be any IR in your briefcase, or any IR you have recently viewed.

Note: The Metadata Workspace on the My Workspace page can be used to list and manage any "is-categorized-by" or "is-similar-to" relationships that you asserted.

To categorize an IR (i.e. to assert a relationship of type "is-categorized-by") perform the following steps:

1. From the IR search results page (for example Figure 38), click this icon - - to categorize IRs.

2. Select an IR location from the drop-down box. A list of IRs from the selected location displays. For relationship type "is-categorized-by", the list of IRs is limited to taxonomy nodes.

3. Check the checkbox to choose one or more target IRs. Moving the mouse over a target IR will display additional information.

4. Enter a comment.

5. Click the **Assert** button.

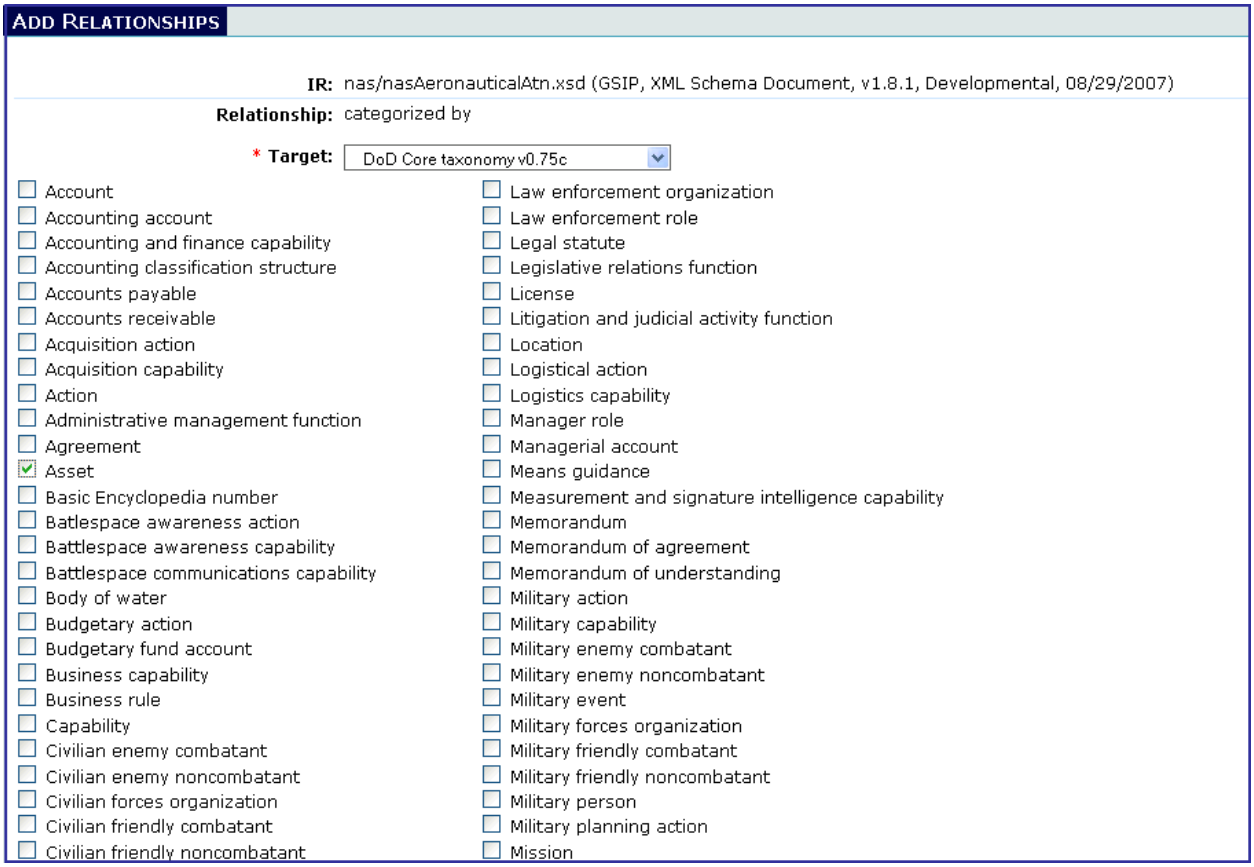


Figure 46. Add Relationships Form

Figure 47. Add Relationships Form (contd.)

Assert as Similar

Also see the Categorize section above. Click this icon - - to assert similarities among IRs. See Figure 38. Select the Target, then select from the displayed IRs, enter comments and click **Assert**.

Assert COI Usage

Click this icon - - to assert COI usage for IRs. See Figure 38. Select the Target COIs, enter comments and click **Assert**.

Navigating the Search Results

Table 6 lists the buttons for navigating the search results page.

Table 6. Buttons on the Search Results Page

Icon	Description
	Displays the first page of search results.
	Displays the previous page of search results.
	Displays the page specified in the **page** field.
	Displays the next page of search results.
	Displays the last page of search results.

Downloading Search Results as a CSV or XML File

You may download a CSV (Comma Separated Variable) or XML file containing the search results. The CSV file may be imported into another application such as Microsoft Excel or Access. The XML file may be used by applications instead of the application having to go to the database.

Files downloaded from the Metadata Registry will be opened in a third-party application.

To download the search results to a CSV or XML file:

1. From the Search Results page, click the **XML** or **CSV** link.

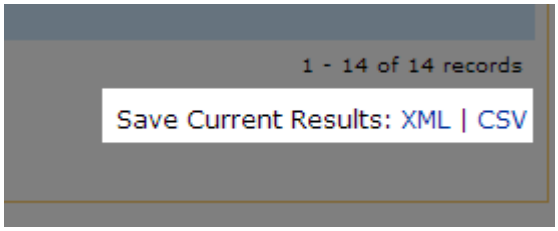


Figure 48. Search Results -XML and CSV links

   The File Download window displays.

2. Click **Save**.
3. Navigate to the directory where you would like to save the file.
4. If you would like to change the name of the file, enter the name in the **File name** field.
5. Click **Save**.

   The file is downloaded to the specified directory.

Viewing the Namespace Details

To view Namespace information and a list of the IRs in the namespace by type, click the name of the namespace. The View By Namespace page displays with the namespace selected and the details for the namespace displayed.

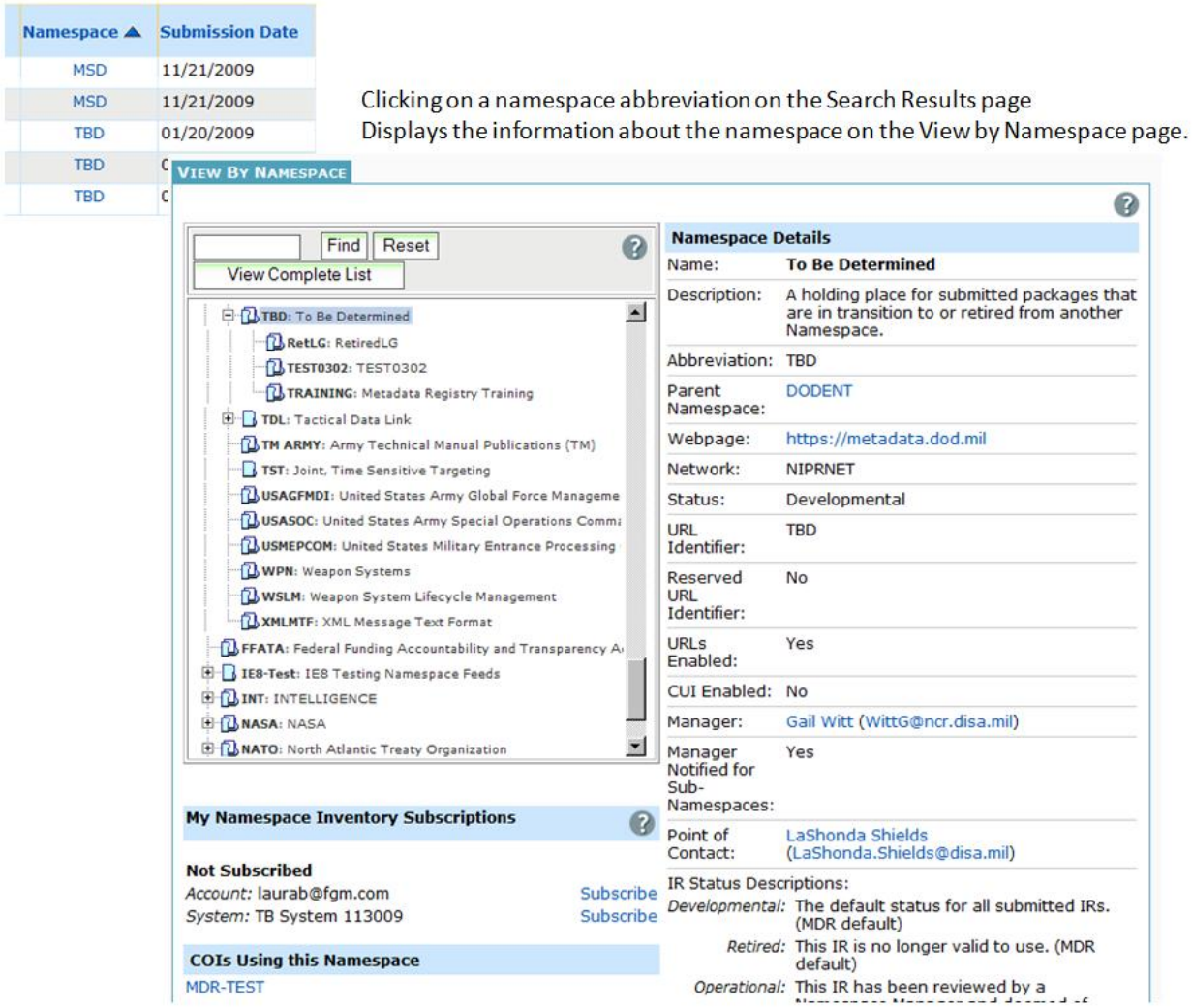


Figure 49. Search Results – Selecting a namespace

For more information on using the View By Namespace page, please see page 67.

Viewing the IR Details

To view IR information, click the name of the IR. This displays the Information Resource (IR) Details page for the selected IR.

Figure 50. Search Results – Selecting an IR

Using the Information Resource (IR) Details Page

The Information Resource (IR) Details page displays information about the selected IR. This page is divided into different areas which are discussed below.

Information Resource

The Information Resource section of the page displays general information about the information resource such as its name, average rating, and description. Note that manifests generated for a submission package on an unclassified system will be marked as Distribution Statement A and will not be included in the security classification section for packages.

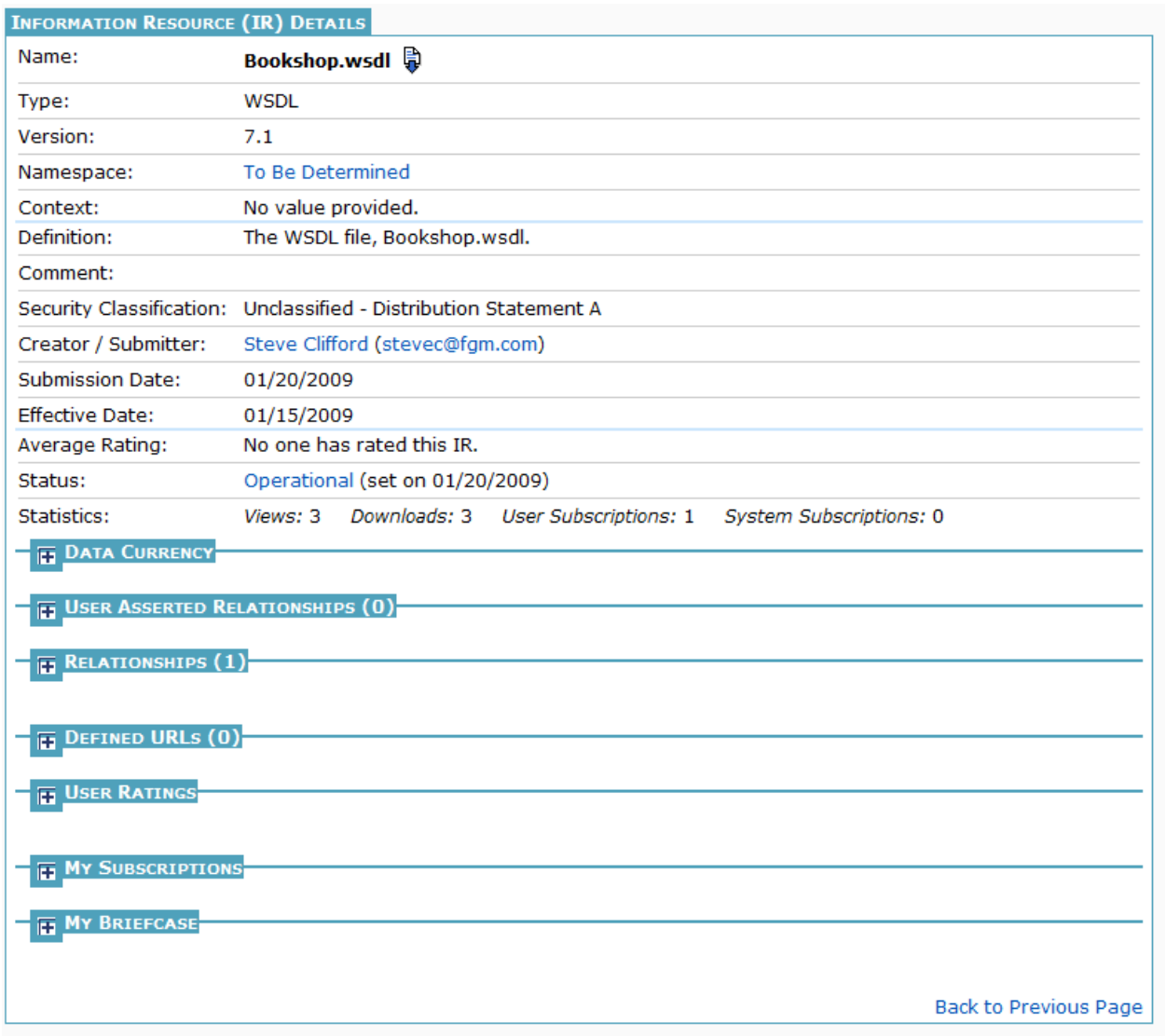


Figure 51. IR Details page – Information Resource section

The icon allows you to download the information resource. Files downloaded from the Metadata Registry will be opened in a third-party application.

Viewing CUI IRs

If the Security Classification of an IR is marked CUI, the user must have CUI access for the package in order to download the IR. If the user does not have CUI access, then he or she must click the **Request CUI Eligibility** button, which will display next to the IR name on the IR Details page. If the user has CUI Eligibility, but not package access, the button will say **Request Access to Download**. The user will click that button to request CUI access for the package. CUI data cannot be downloaded on SIPRNet.

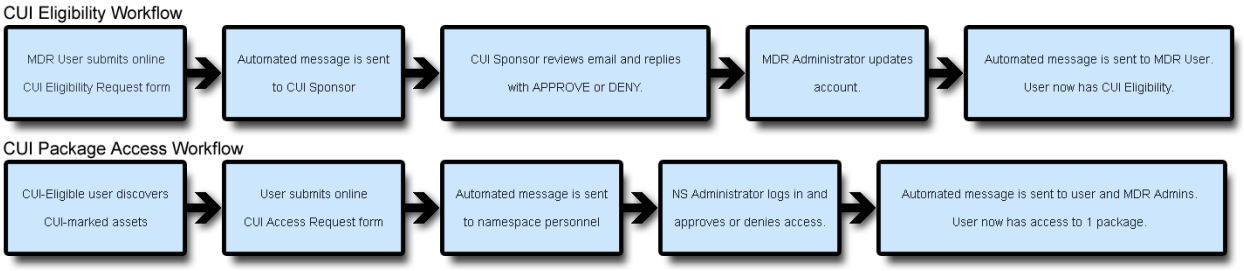


Figure 52. CUI Workflow

Schema Details

IRs that have schema data – schema documents or IRs generated from global elements of schema documents – will have a Schema Details section on their IR Details page.

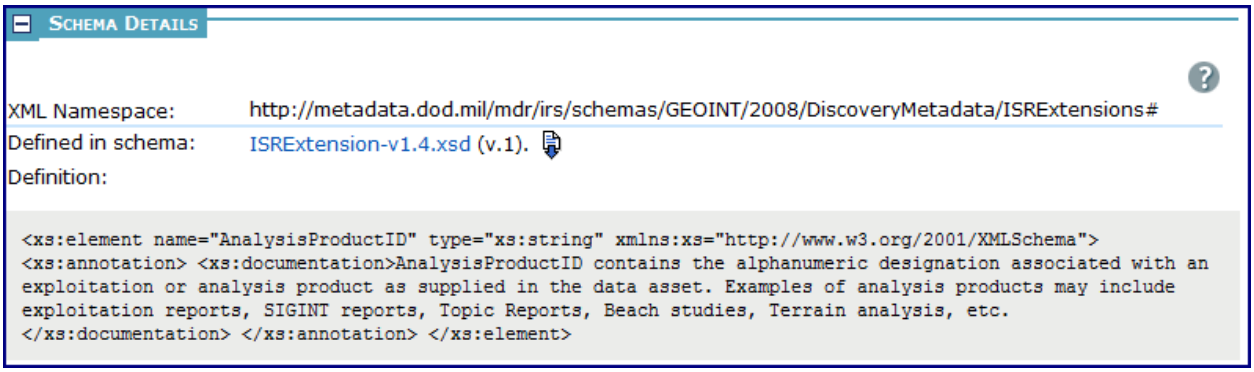


Table 7. Schema Details Section

From the Schema Details section of a schema document you may click the name of the IRs that are generated from the schema to view the details for that IR.

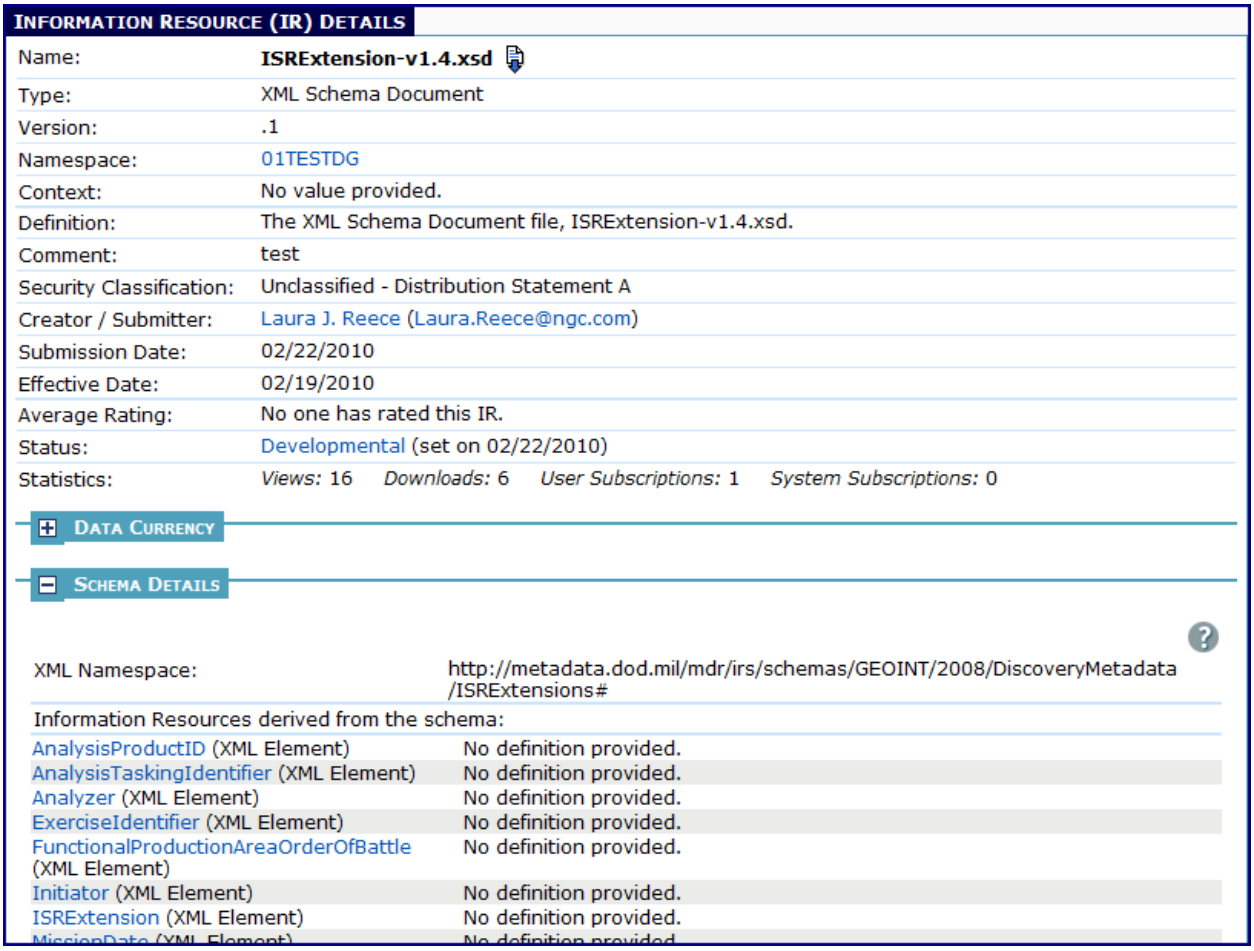


Figure 53. Schema Details for Schema Document

If an IR was generated from a global element of a schema document, you may click the schema document name to view the IR details page, or click the icon to download the schema document.

UDDI Details

The UDDI Details section ONLY appears for taxonomies that have also been registered in the Service Registry through NCP. These details are used by NCP when the taxonomy is used for categorization of services or bindings.

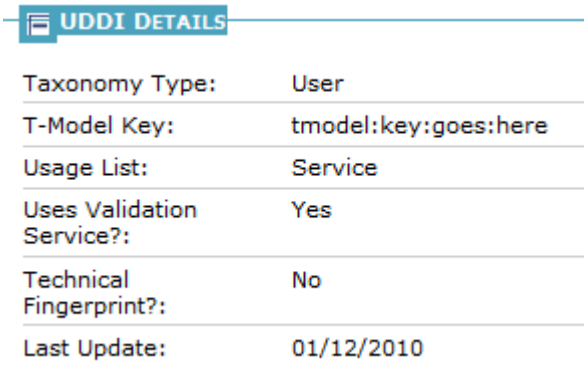


Figure 54. UDDI Details Section

The information displayed in the UDDI Details section for the taxonomy is described below in Table 8.

Table 8. UDDI Details for Taxonomies

Field Name	Field Value
Taxonomy Type	Can be "System" or "User". This value determines whether the taxonomy was submitted by a user, or was an initial baseline taxonomy submitted when the system was installed.
T-Model Key	This is the unique tModel key assigned to the taxonomy in the Service Registry. This key is used to look up the taxonomy when the taxonomy is used for categorization of services and bindings.
Usage List	Can be "Business", "Service", and/or "Binding". This list determines what sort of entities the taxonomy can categorize.
Uses Validation Service?	Can be "Yes" or "No". This corresponds to the Service Registry's concept of a "checked" taxonomy. When the value is "Yes", any categorization with this taxonomy must be validated with an external validation service.
Technical Fingerprint?	Can be "Yes" or "No". This value is only pertinent when the taxonomy includes a Usage value of "Binding".
Last Update	This is the date of the most recent update to the UDDI Details. It changes whenever NCP submits new information from the Service Registry.

Taxonomy Tree View

The Taxonomy Tree View section displays the contents of a non-CUI taxonomy in tree format, and allows you to navigate to Nodes defined within the taxonomy. Taxonomies for which Node IRs were not generated (such as CUI-marked taxonomies) do not display any Nodes in the tree. For such taxonomies a message is displayed in Taxonomy Tree View section indicating that the CUI taxonomies cannot be displayed in tree format. Also, the tree view will not be displayed for older taxonomies existing within the MDR. In those instances the Taxonomy Tree View section is displayed but no nodes are included.

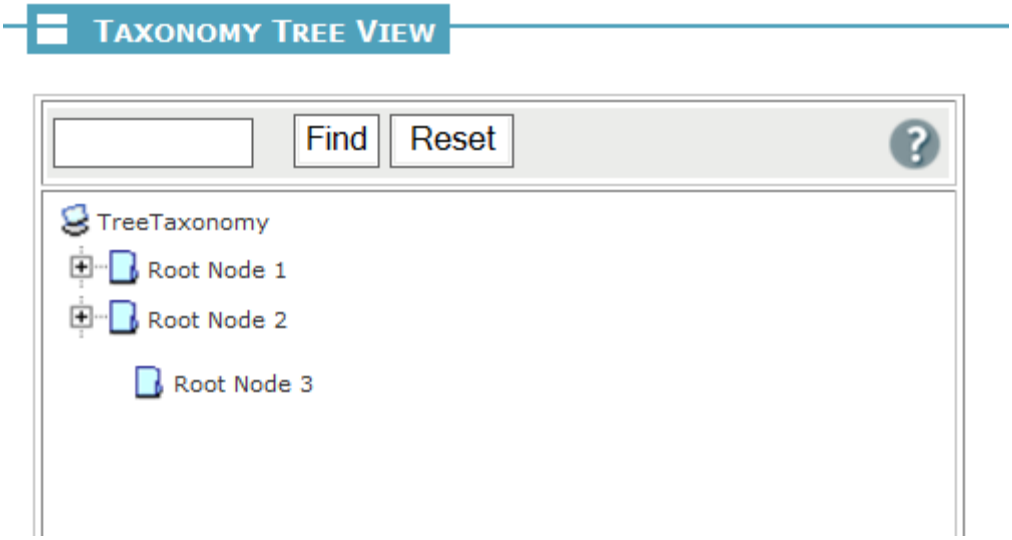


Figure 55. Taxonomy Tree View

To access a Node's details page, click on the Node name. The details page for that IR is displayed. By default, the Taxonomy tree lists only the parent Nodes. You may expand a Node by clicking the '+' button.

To search for a Node, enter the name of the Node in the field at the top of the Taxonomy Tree View section and click **Find**. The tree scrolls down to the first match for that term. Click **Find** again to continue searching from that point onwards.

Data Currency

If you are a user with the role of NS Admin or COI Admin, you can mark packages and taxonomies in your namespace or COI as Current. By doing this you verify that the marked packages and taxonomies are current and correct according to the rules of the namespace and COI to which they belong. Metadata Registry applies this currency information to the IRs contained inside the marked packages or taxonomies.

Note that currently administrators cannot mark currency at the IR level.

If a package or taxonomy has been marked Current, the Data Currency section of the IR Details page of an IR under the package/taxonomy displays details such as the name of the parent package to which the IR belongs, user, Namespace/COI, and date and the currency level such as "Current".

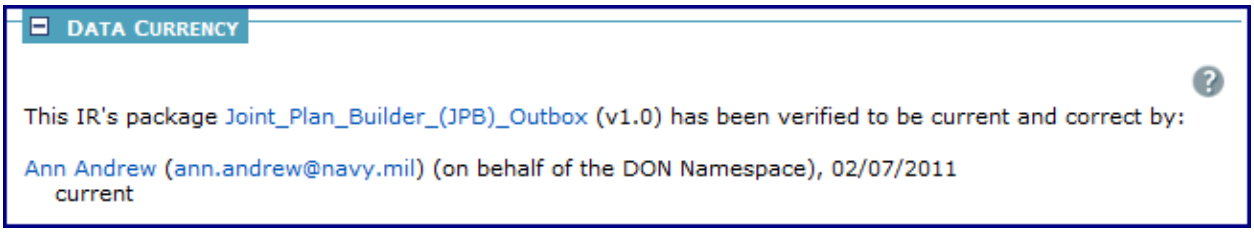


Figure 56. Data Currency section

A package or a taxonomy can be marked as Current by more than one person at any given time. For instance, if you have marked a package as Current in your namespace or COI, that package is still available for marking in another namespace or COI by the administrator of that namespace or COI.

Only an MDR Administrator can delete the currency marking for a package or a taxonomy after receiving a user request for that.

Relationships

When Metadata Registry users submit packages, they may define relationships between information resources. As you and other Metadata Registry users work with IRs, you may notice relationships between IRs that were not defined when the IR was originally submitted. The Metadata Registry allows you to assert relationships between the IRs in your briefcase. However, user-asserted relationships are not yet allowed for CUI data. After asserting a relationship, other Metadata Registry users may view the relationship that you asserted.

The User Asserted Relationships section of the IR Details page displays similar information resources, categories, and other user asserted relationships.

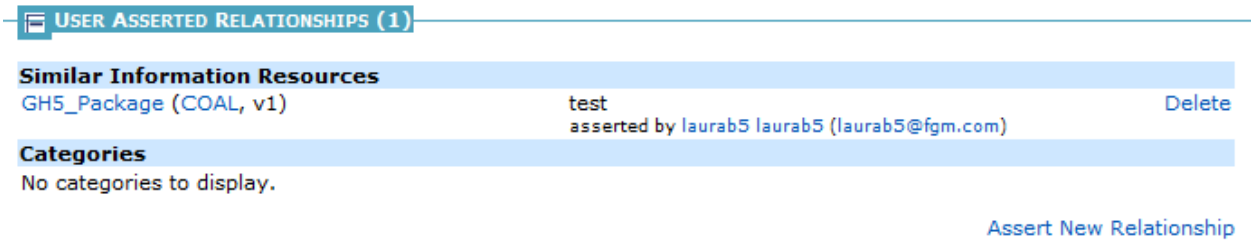


Figure 57. User Asserted Relationships section

The Relationships section of the IR Details page displays IRs that have a relationship to the currently displayed IR.

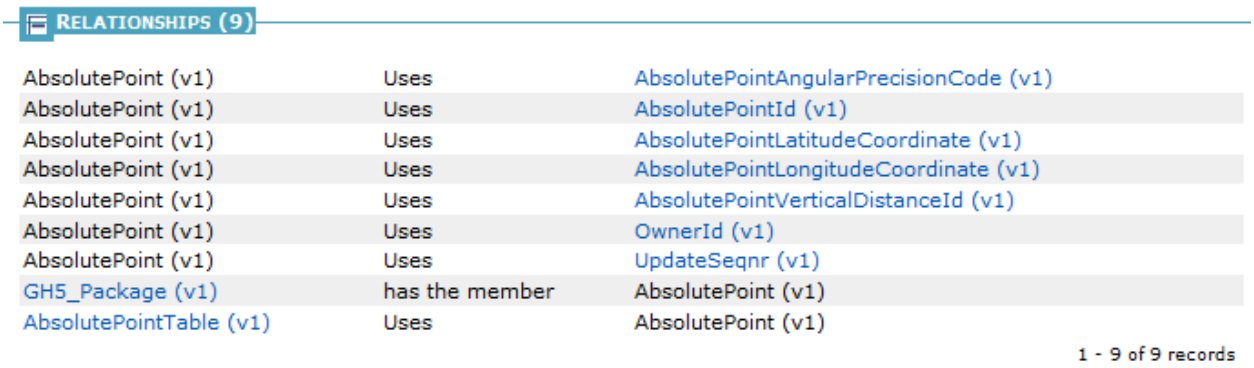


Figure 58. Relationships section

Note that the Relationships section is not available when the Taxonomy Tree View is displayed except in the case where the taxonomies have the CUI security marking.

Asserting a New Relationship

Before you attempt to assert a new relationship, be sure that the target IR is either in one of your briefcase folders, or in your list of recently viewed IRs.

To assert a new relationship from the IR Details page:

1. From the User Asserted Relationships section of the IR Details page, click the **Assert New Relationship** link.

   The Assert New Relationship form displays.

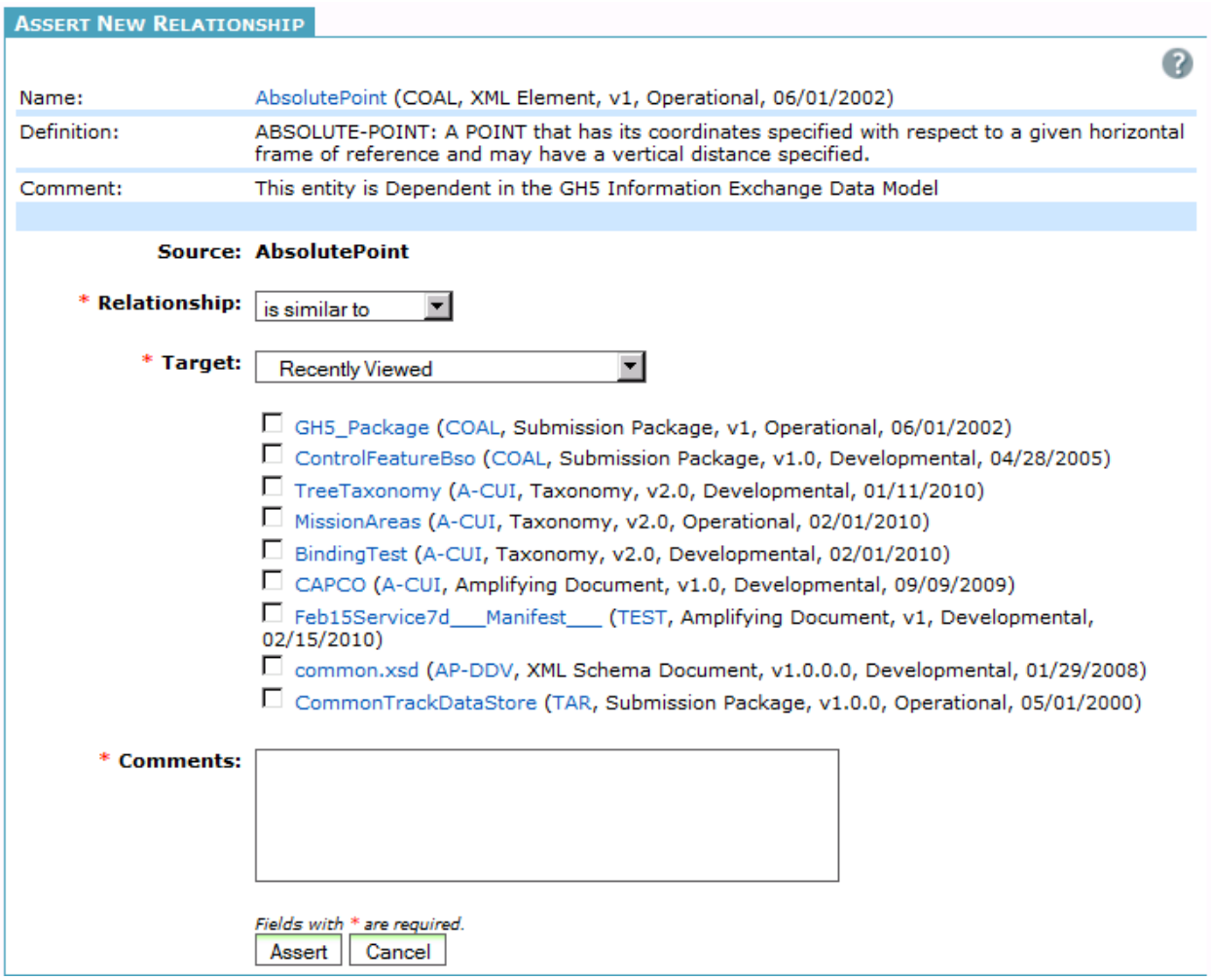


Figure 59. Assert New Relationship form

2. Select the type of relationship that you would like to assert from the **Relationship** list.

   - *Is example of*: The source IR is an example of the target IR.

- *Is similar to:* The source IR closely resembles the target IR and the pair is a likely candidate for convergence. For *is-similar-to* relationships, you may use any IR as the source and any IR as the target.

- *Is categorized by:* The source IR can be classified by the target IR. For these types of relationships, the source may be any IR type, but the target must be a *taxonomy node* type.

- *transforms to*: The source IR produces output that validates to the given schema document.

- *transforms from:* The target IR produces output that validates from the schema.

- *Is Used By COI:* The source IR is used by a COI. Please note, this can only be asserted by a COI administrator.

Table 9. Target IR Types and Available Relationships

	Categorized By	Is Example Of	Is Categorized By	Is Similar To	Transforms To	Transforms From	Is Used By COI
Complex Type		✓	✓	✓			✓
Domain Value Document		✓	✓	✓			✓
Node	✓	✓	✓	✓			✓
OWL		✓	✓	✓			✓
Source Code		✓	✓	✓			✓
Package		✓	✓	✓			✓
WSDL		✓	✓	✓			✓
Amplifying Document		✓	✓	✓			✓
XML Element		✓	✓	✓			✓
XML Sample		✓	✓	✓			✓
XML Simple Type		✓	✓	✓			✓
XML Schema Document		✓	✓	✓	✓		✓
XML Stylesheet		✓	✓	✓		✓	✓
Schematron File		✓	✓	✓			✓
Access Control Policy		✓	✓	✓			✓

More information about the relationships that are supported by the Metadata Registry may be found in Appendix A.

3. Select the location of the target IR from the **Target** list.
   - *Recently Viewed:* Displays the last IRs for which you have viewed the IR Details page.
   - *BriefcaseFolderName:* Displays the contents of the selected briefcase folder.
4. Check the checkboxes beside the IRs that you would like to assert a relationship.
5. Enter any comments about the relationship in the **Comments** field.
6. Click **Assert**.

   The Assert New Relationships page displays a summary of the relationships that you asserted.

Defined URL(s)

Please refer to Appendix C. User-Defined URLs.

User Ratings

The Metadata Registry allows you to rate and comment on IRs. However, ratings are not yet allowed on CUI data. The SIPRNet user is only allowed to view the ratings for IRs imported from the NIPRNet, the user cannot rate those. SIPRNet users can rate IRs in SIPRNet namespaces. These ratings and comments help other users to decide whether they want to download the IR.

Adding an IR Rating

To rate an IR:

1. From the IR Details page, scroll down to the User Ratings section.
2. Click the star that corresponds to the rating that you would like to give the IR. For example, clicking the left-most star gives the IR a 1-star rating; clicking the right-most star gives the IR a 5-star rating.

   The number of stars corresponding to the rating that you selected for the IR is displayed in blue.

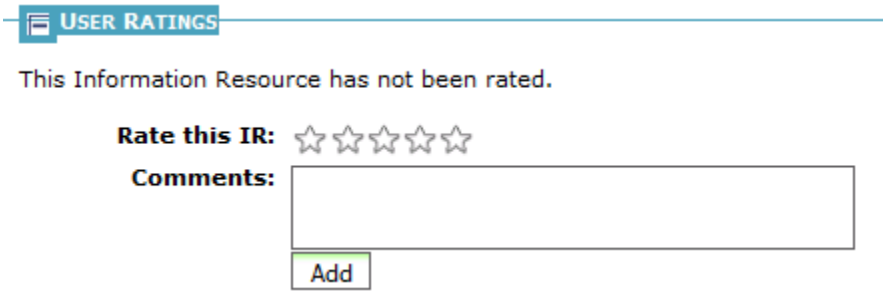


Figure 60. User Ratings section

3. Enter any comments you might have about the IR in the **Comments** field.
4. Click **Add**.

   Your rating of the IR is averaged with all ratings that the IR has received and displayed in the Average Rating field of the Information Resource (IR) Details page. See Figure 51.

Changing an IR Rating

You may change the rating and comment that you gave an IR. To change a rating:

1. Search for the IR and display its IR details page.
2. Scroll down to the User Ratings section of the IR details page.
3. From the **Change Ratings** field, click the star that corresponds to the rating that you would like to give the IR. For example, clicking the left-most star gives the IR a 1-star rating; clicking the right-most star gives the IR a 5-star rating.

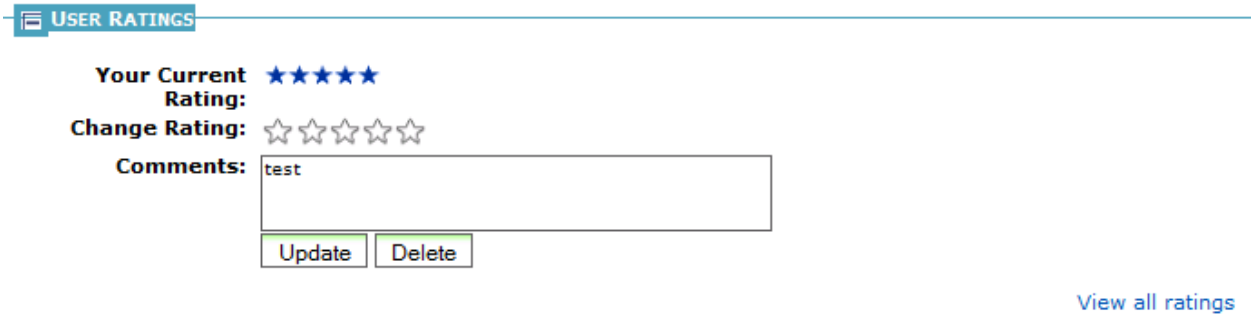


Figure 61. Change Rating

4. If you would like to update your comments associated with the rating, enter your comments in the **Comments** field.
5. Click **Update**.

Viewing All IR Ratings

To view all the ratings for an IR:

1. Search for the IR and display its IR details page.
2. Do either of the following:

- Click the link beside the Average Rating.

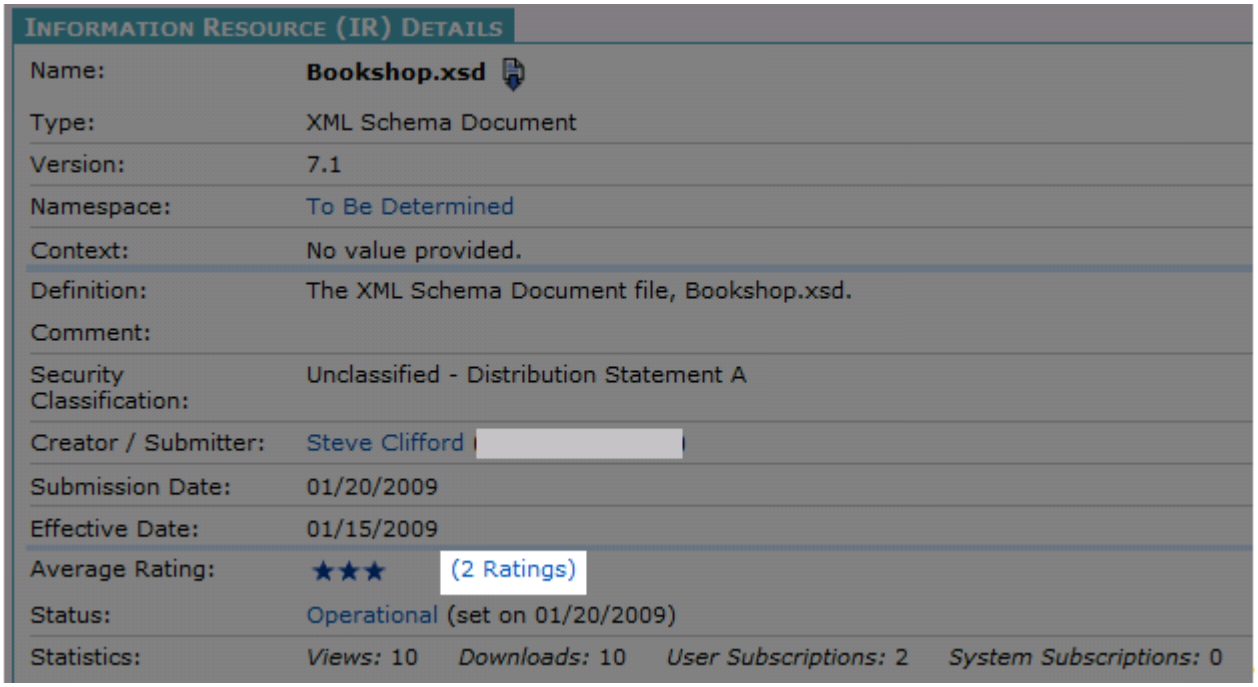


Figure 62. IR Details page - link to view all ratings

- From the User Ratings section of the IR Details page, click the **View all ratings** link.

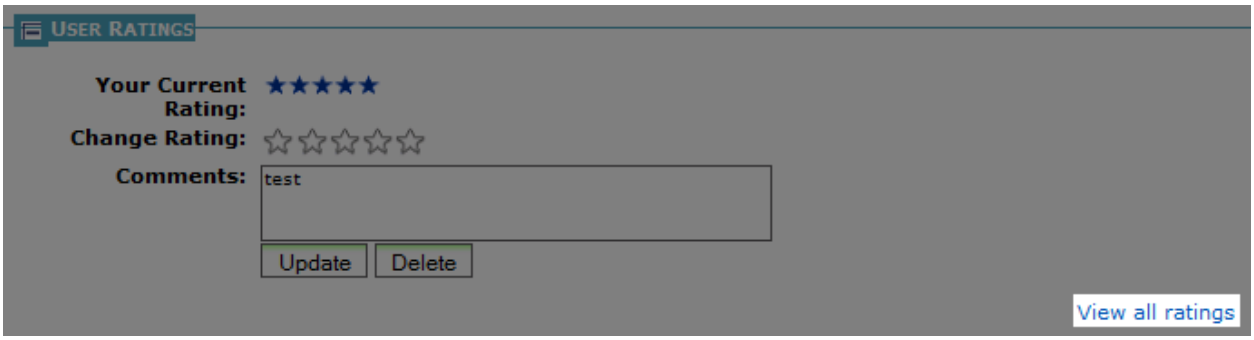


Figure 63. View all Ratings link

Deleting an IR Rating

To delete an IR rating that you have given an IR:

1. Search for the IR and display its IR details page.
2. Scroll down to the User Ratings section of the IR details page.
3. Click **Delete**.

Subscriptions

Subscriptions allow you to receive an e-mail notification when the package to which an IR belongs to is updated with a new version, deleted, or has its status changed. If you are subscribed to the IR, you can click on the Feed icon in the lower right corner to subscribe to an Atom feed.

Adding a Subscription

To add a subscription from the IR details page:

1. Scroll down the My Subscription section of the page.

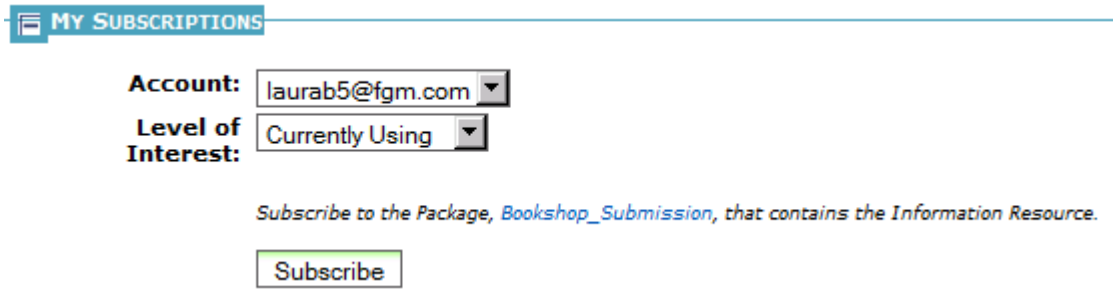


Figure 64. My Subscriptions section

2. Select your level of interest from the **Level of Interest** drop-down list.
3. Click **Subscribe**.

If you subscribe to an individual IR, you will be subscribed to the package in which that IR belongs.

After you are subscribed to an IR the My Subscriptions section of the page is updated.

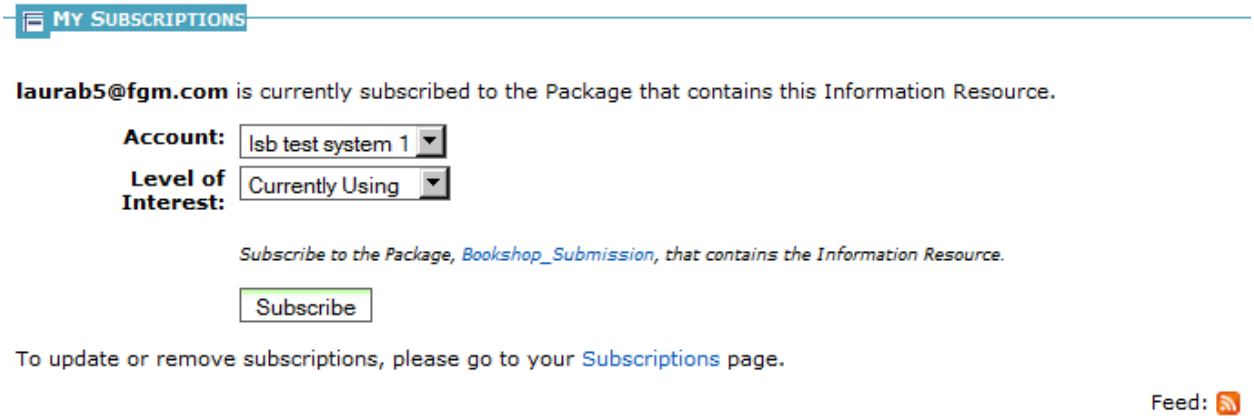


Figure 65. My Subscriptions section after subscribing to an IR

Subscriptions may be changed or removed from the My Workspace > Manage My Subscriptions page. For more information on using the My Workspace > Manage My Subscriptions page, please see page 113.

Briefcase

The Metadata Registry Briefcase is similar to the shopping cart concept used by many websites. The briefcase serves as a holding area for IRs that you would like to download or compare to one another. Within your briefcase are folders that allow you to group IRs together. IRs may be added to briefcase folders from the IR Details page.

You may also add IRs to your briefcase from the Search Results page. For more information, please see page 44.

Adding an IR to the Briefcase

To add an IR to the Briefcase from the IR Details page:

1. From the IR Details page, scroll to the My Briefcase section.

   If you have not added a briefcase folder, the *Add to New Folder* option displays. If you have previously added a briefcase folder, you will also have the option to add the IR to your existing folders.

2. To add the IRs to a new Briefcase folder:

   a. Select the *Add to New Folder* option.

   b. Enter the folder name in the field beside the *Add to New Folder* option.

   c. Click **Add**.

   To add the IRs to an existing Briefcase folder:

   a. Select the *Add to Existing Folder* option.

   b. Select the Briefcase folder name from the list.

   c. Click **Add**.

IRs that have been added to a Briefcase folder will have the Briefcase folder's icon below the IR name and description. You may view the contents of the briefcase folder by clicking on the folder name.

Chapter 6. Viewing Information Resources

The Metadata Registry provides you with several options for viewing information resources.

Table 10. Summary of View Options

View Option	Description
By Namespace	Allows you to view the data within a particular namespace.
By Inventory	Displays information resources by namespace and type.
By Ratings	Displays information resources by user-assigned ratings.
By Relationships	Allows you to view similar information resources based on user-defined is-Similar-To relationships and allows you to view user-defined categorized by relationships.
By URLs	Allows you to view user-defined URLs for information resources.
Other Metadata	Provides options for viewing and searching reference data sets, data elements, database segments, and other metadata.

View IRs by Namespaces

The *Namespaces* view lists the namespaces in the Metadata Registry, their managers, and a link to view the information resources in the namespace. You can click on the Feed icon link in the lower right corner to subscribe to an Atom feed.

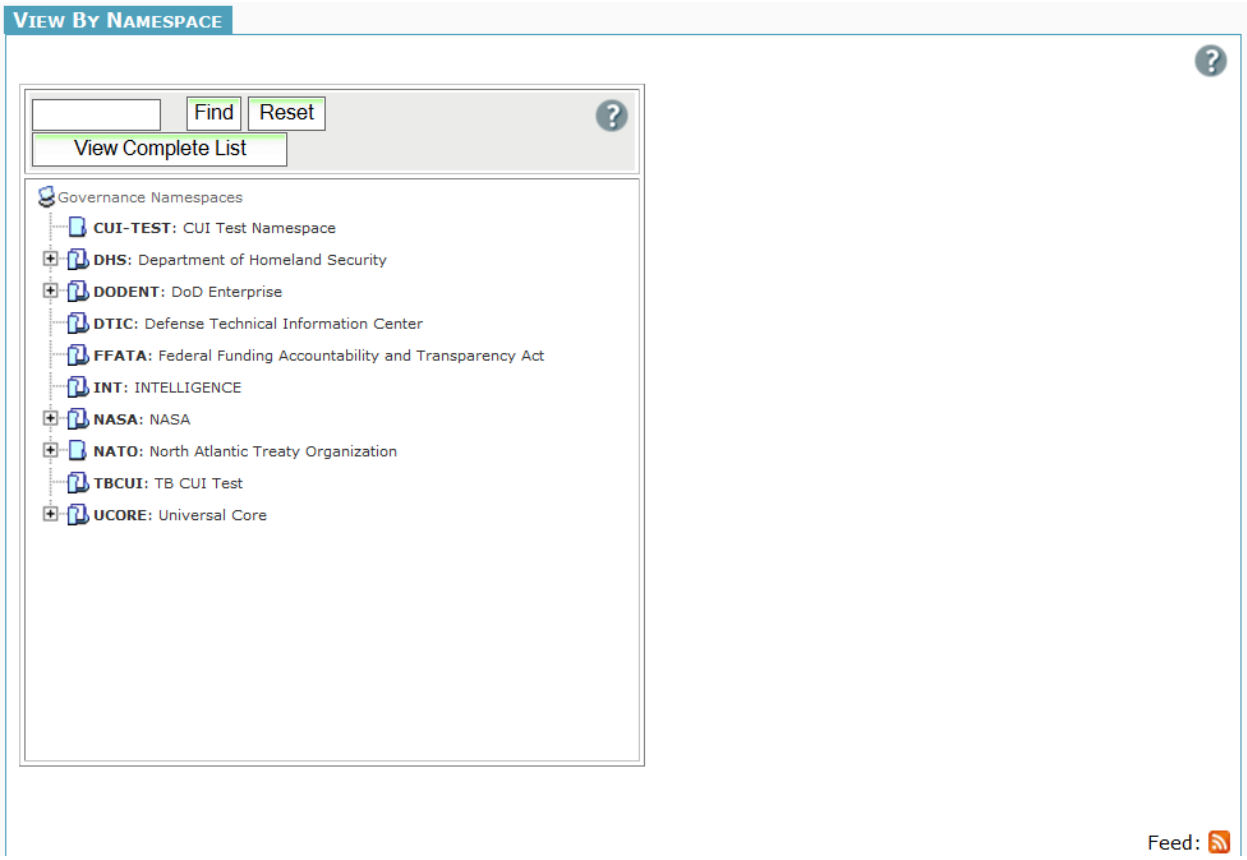


Figure 66. View by Namespace

Using the Namespace Tree

By default, the namespace tree lists only the parent namespaces. You may expand a namespace by clicking the ⊞ button. Table 11 lists the various icons used on the View by Namespace page.

Table 11. Icons on the View by Namespace Page

Icon	Description
⊞	Expands a parent namespace to display any child namespaces within it.
⊟	Collapses a parent namespace to hide any child namespaces within it.
	Indicates that there are no information resources within the namespace.
	Indicates that information resources exist within the namespace.
	Displays the help page.

Printing the Namespace Tree

To print the expanded namespace tree:

1. From the View By Namespace page, click the **View Complete List** button.

   This view displays the abbreviation and name for each namespace and the manager and the e-mail address of the manager who is responsible for the namespace.

GOVERNANCE NAMESPACES - COMPLETE LIST

Abbreviation	Name	Manager
CUI-TEST	CUI Test Namespace	[redacted]
DHS	Department of Homeland Security	[redacted]
DHSAW	DHS Alerts and Warnings	[redacted]
DHSFIN	DHS Finance	[redacted]
DHSHR	DHS Human Resources	[redacted]
DHSSCR	DHS Screening	[redacted]
DODENT	DoD Enterprise	[redacted]
ABCS	Army Battle Command Systems	[redacted]
ACQ	Acquisition	[redacted]
CCR	Central Contractor Registration	[redacted]
EDA	Electronic Document Access	[redacted]
ORCA	Online Representations and Certifications Application	[redacted]
ADL	Advanced Distributed Learning	[redacted]

Figure 67. Expanded Namespace Tree - Printable View

2. Click the **Print** icon in your browser window.

Displaying IRs within a Namespace

To display information resources by namespace:

1. Select the **View > By Namespace** option from the menu.
2. Click the name of the namespace in which you are interested.

   The Namespace Details section displays information for the selected namespace. If the namespace contains IRs, a summary of the number of IRs by IR type displays in the Namespace Inventory section of the page.

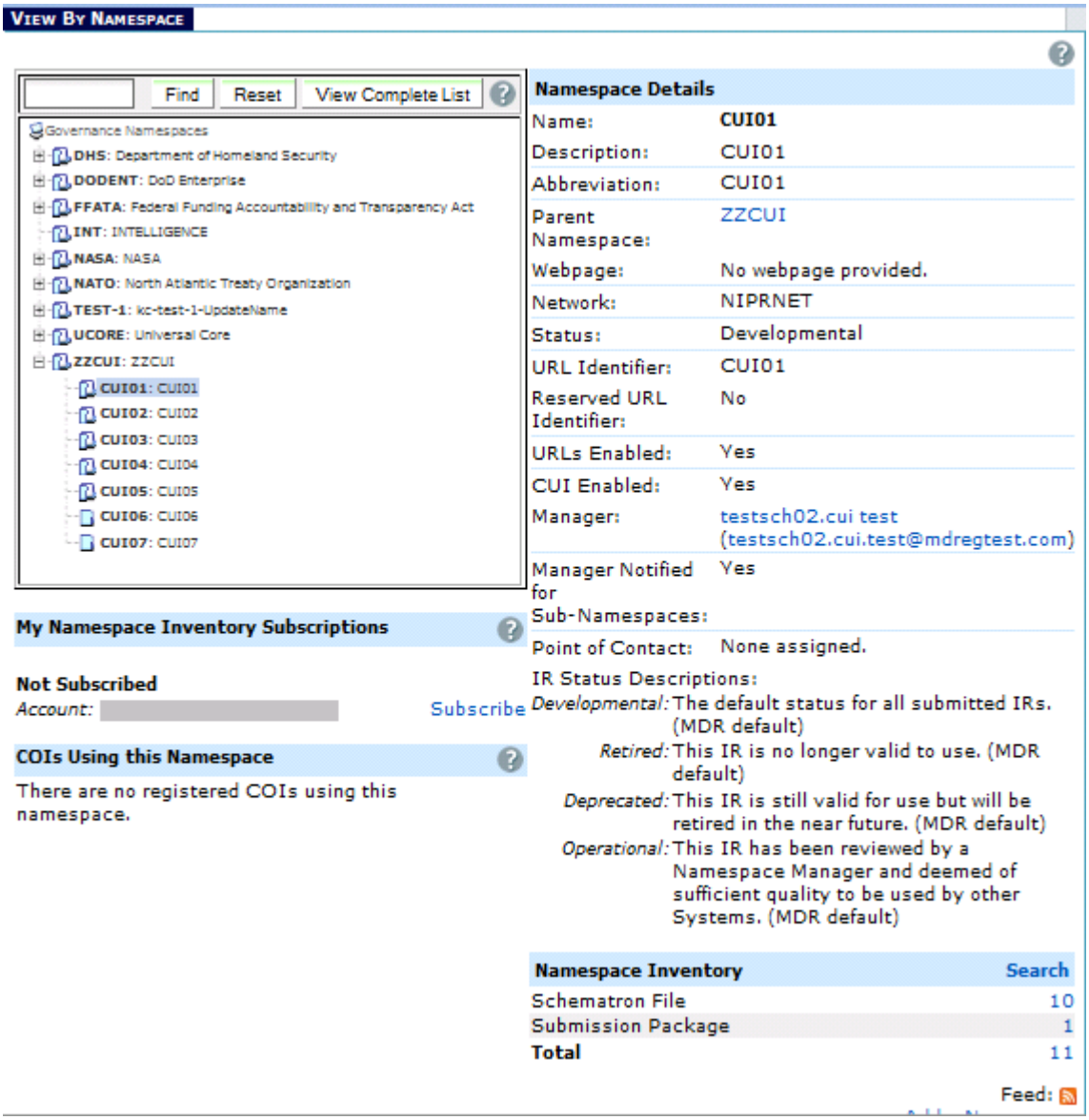


Figure 68. View by Namespace details

You may also display IRs within a namespace by clicking the namespace abbreviation link from the Printable View of the Expanded Navigation Tree.

Searching for a Namespace

To locate a namespace:

1. Select the **View > By Namespace** option from the navigation bar.
2. Enter the name of the namespace that you would like to locate in the field located at the top of the View By Namespace page.

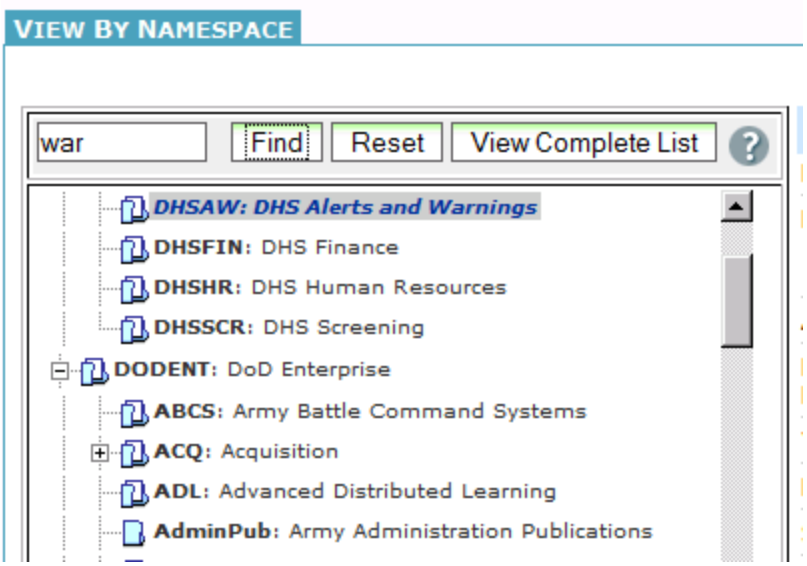


Figure 69. Searching for a namespace

3. Click **Find**.

   The first namespace containing the word that you entered is highlighted. To find other occurrences, click **Find** again.

Subscribing to a Namespace Inventory

If you would like to be notified when the Information Resources in a Namespace have changed, create a subscription for it by clicking the **Subscribe** link to subscribe to a namespace for either a personal account or a system account (see Figure 68). If already subscribed, you may click the **Unsubscribe** link. Subscriptions to a Namespace Inventory do not include notifications for changes to sub-namespaces. You must subscribe to each Namespace to get notifications.

View IRs By Inventory

The View By Inventory page lists the namespaces and the number of IRs by type that are contained in the namespace. To display the view, select the **View > By Inventory** option from the menu.

The View By Inventory page displays a table with the list of namespaces in the left column and the information resource types across the top. The value displayed at the intersection of the namespace row and information resource type column is the number of IRs for the particular IR type in the namespace.

VIEW BY INVENTORY

Namespace	Package	Schema	Schematron	Stylesheet	Element	Attribute	WSDL	Taxonomy	Node	Other
ZZCUI... (ZZCUI)	3	18	22	0	3	0	0	0	0	3
XML Messa... (XMLMTF)	1	0	0	0	0	0	0	0	0	1
WebSked D... (WDS)	4	8	0	0	95	0	11	0	0	62
Weapon Sy... (WPN)	4	1	0	0	28	0	3	0	0	9
Weapon Sy... (WSLM)	12	36	0	0	4	0	22	0	0	13
Universal... (UCORE)	4	15	0	0	147	20	0	0	0	34
United St... (USMEPCOM)	1	4	0	0	0	0	7	0	0	1
United St... (USASOC)	1	1	0	0	43	0	0	0	0	4
Unattende... (UGS)	2	0	0	0	0	0	0	0	0	18
UCore-Sem... (UCore-SL)	1	0	0	0	0	0	0	0	0	6
U.S. Air ... (USAF)	1	0	0	0	0	0	1	0	0	0
Transport... (TRP)	17	12	0	1	317	106	1	0	0	2857
Tracks an... (TAR)	11	17	0	0	307	244	0	0	0	271
To Be Det... (TBD)	75	121	0	13	1790	167	18	9	733	947
Theater B... (TBMCS)	21	35	0	0	313	0	25	0	0	0
Testing N... (zTEST)	5	7	0	0	0	0	12	2	26	0
Techguide... (TG)	21	0	0	0	0	0	0	0	0	306
Tasker In... (TIS)	2	9	0	0	96	0	2	0	0	1

Figure 70. View by Inventory

From the View by Inventory page, you may:

- View the namespace details page by clicking the namespace abbreviation.
- View a list of the IRs for a particular IR type by clicking the number under the IR type. The Search Results page displays the IRs.

View IRs by Ratings

The View By Ratings page lists the namespaces and the number of IRs that have received a particular rating. To display the view, select the **View > By Ratings** option from the menu.

The View By Inventory page displays a table with the list of namespaces in the left column and the various ratings across the top. The value displayed at the intersection of the namespace row and rating is the number of IRs that have received the rating in the IR.

VIEW BY RATINGS

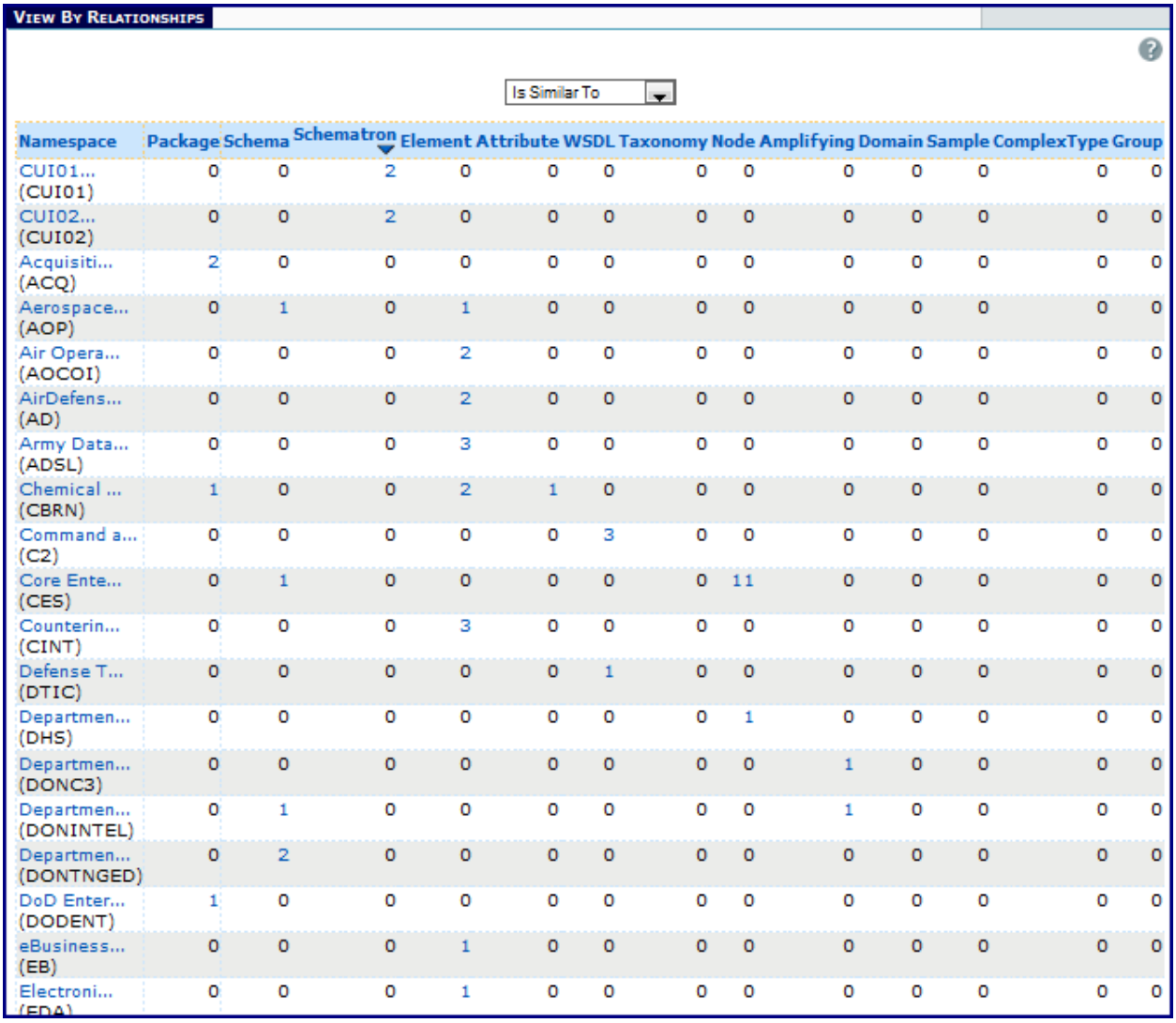
Namespace ▲	Gold Star	5 Stars	4+ Stars	3+ Stars	2+ Stars	1+ Stars
Acquisition (ACQ)	0	1	0	1	0	0
Aerospace Operations (AOP)	0	0	0	2	0	0
AirDefense (AD)	0	0	1	0	0	0
Blue Force Tracking (BFT)	0	1	0	0	0	0
Coalition (COAL)	0	2	0	0	0	0
Command and Control (C2)	1	0	0	0	1	0
Common Route Definition (CRD)	0	0	1	0	0	0
Core Enterprise Services (CES)	4	6	7	2	1	0
DHS Screening (DHSSCR)	0	1	0	0	0	0
Frequency Management Sub-Committee (FMSC)	0	0	0	0	1	0

Figure 71. View by Ratings

View IRs by Relationships

The View By Relationships page lists the namespaces and the number of IRs by type that have had relationships asserted. To display the view, select the **View > By Relationships** option from the menu.

The View By Relationships page displays a table with the list of namespaces in the left column and the various IR types across the top. The value displayed at the intersection is the number of IRs that have had relationships asserted. From the drop-down list at the top, you may select *Is Similar To* or *Is Categorized By*.



Namespace	Package	Schema	Schematron	Element	Attribute	WSDL	Taxonomy	Node	Amplifying	Domain	Sample	ComplexType	Group
CUI01... (CUI01)	0	0	2	0	0	0	0	0	0	0	0	0	0
CUI02... (CUI02)	0	0	2	0	0	0	0	0	0	0	0	0	0
Acquisiti... (ACQ)	2	0	0	0	0	0	0	0	0	0	0	0	0
Aerospace... (AOP)	0	1	0	1	0	0	0	0	0	0	0	0	0
Air Opera... (AOCOI)	0	0	0	2	0	0	0	0	0	0	0	0	0
AirDefens... (AD)	0	0	0	2	0	0	0	0	0	0	0	0	0
Army Data... (ADSL)	0	0	0	3	0	0	0	0	0	0	0	0	0
Chemical ... (CBRN)	1	0	0	2	1	0	0	0	0	0	0	0	0
Command a... (C2)	0	0	0	0	0	3	0	0	0	0	0	0	0
Core Ente... (CES)	0	1	0	0	0	0	0	11	0	0	0	0	0
Counterin... (CINT)	0	0	0	3	0	0	0	0	0	0	0	0	0
Defense T... (DTIC)	0	0	0	0	0	1	0	0	0	0	0	0	0
Departmen... (DHS)	0	0	0	0	0	0	0	1	0	0	0	0	0
Departmen... (DONC3)	0	0	0	0	0	0	0	0	1	0	0	0	0
Departmen... (DONINTEL)	0	1	0	0	0	0	0	0	1	0	0	0	0
Departmen... (DONTNGED)	0	2	0	0	0	0	0	0	0	0	0	0	0
DoD Enter... (DODENT)	1	0	0	0	0	0	0	0	0	0	0	0	0
eBusiness... (EB)	0	0	0	1	0	0	0	0	0	0	0	0	0
Electroni... (EDA)	0	0	0	1	0	0	0	0	0	0	0	0	0

Figure 72. View by Relationships

If *Is Similar To* is selected in the drop-down, you can access the page listing the Is Similar To relationships for an IR type in a namespace by clicking on the number at the intersection of the IR type and the namespace.

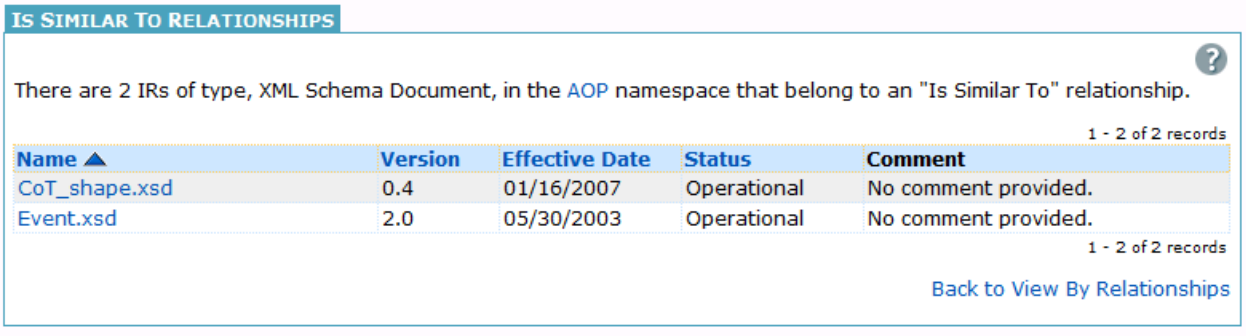


Figure 73. Is Similar To Relationships list

If *Is Categorized By* is selected in the drop-down, you can access the page listing the Is Categorized By relationships for an IR type in a namespace by clicking on the number at the intersection of the IR type and the namespace.

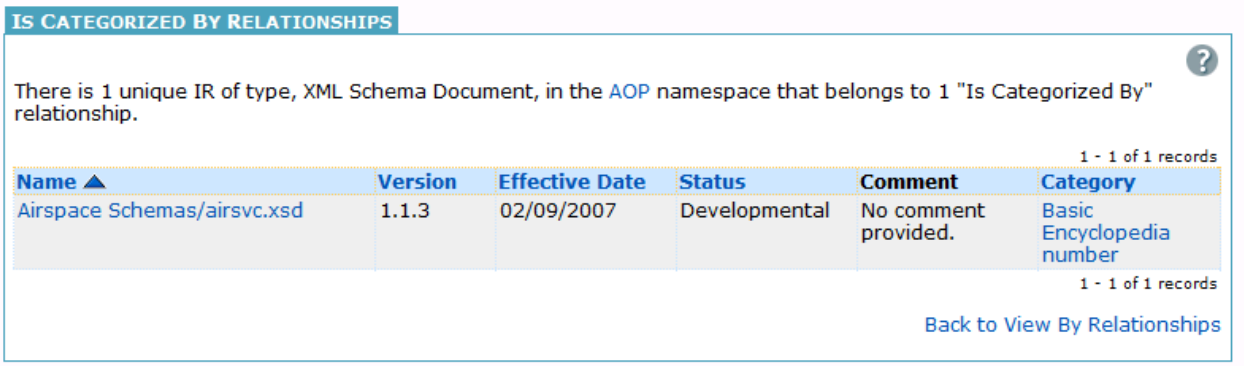


Figure 74. Is Categorized By Relationships list

You can access the IR details page from both the pages shown above by clicking on the name link from the Is Similar To Relationships page and by clicking on the name link or the category link from the Is Categorized By Relationships page.

View IRs by URLs

The View by URLs page allows you to view the defined URLs for a selected namespace.

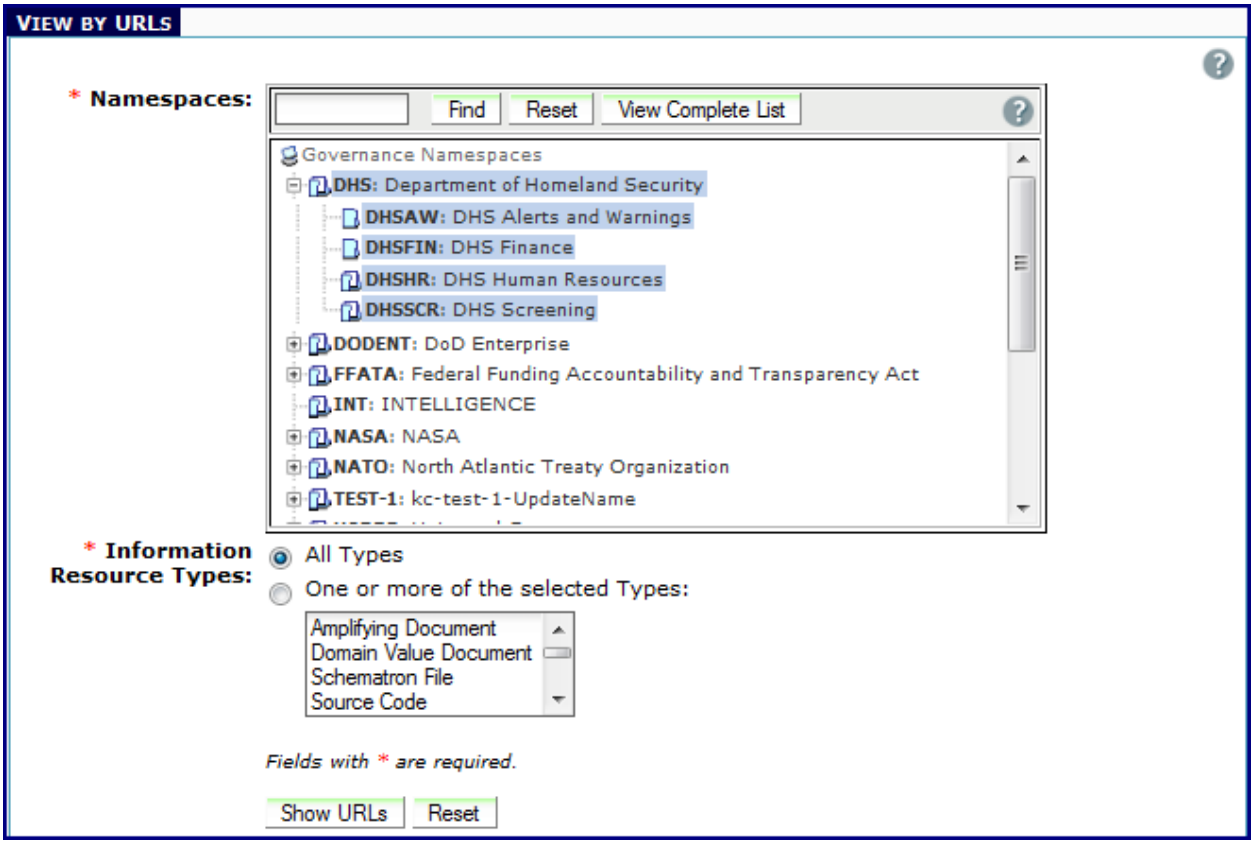


Figure 75. View by URLs

To view the URLs defined within a namespace:

1. Select the **View > By URLs** option from the menu.

   The View by URLs page displays.

2. Select the namespace for which you would like to view URLs from the Namespaces tree.

To locate a namespace, enter the name of the namespace in the field that is located above the Governance Namespaces tree and click **Find**.

3. Select one of the following options for the IR types that you would like to include:
   - *All Types:* This option will search all information resource types.
   - *One or More of the selected Types:* Searches only those information resource types that you select. To select multiple types, hold down the [CTRL] key while you select the types from the list.

4. Click **Show URLs**.

   A list of the IRs that have URLs defined displays.

Figure 76. View by URLs results

From the list you may:

- View the namespace details by clicking the namespace name.
- View the IR details by clicking the IR name.
- Display the IR by clicking the URL.
- Display the user information by clicking on the user name.
- E-mail the user by clicking the user's e-mail address.

- Download the URL search results as XML or CSV files.
- Change the URL criteria by clicking on the **Change URL Criteria** link.

To view or print the expanded namespace tree from the View By URLs page, click the **View Complete List** button. This view (Figure 67) displays the abbreviation and name for each namespace and the manager and the e-mail address of the manager who is responsible for the namespace.

View Other Metadata

The View Other Metadata page provides you with different options for viewing other metadata such as reference data sets and data elements.

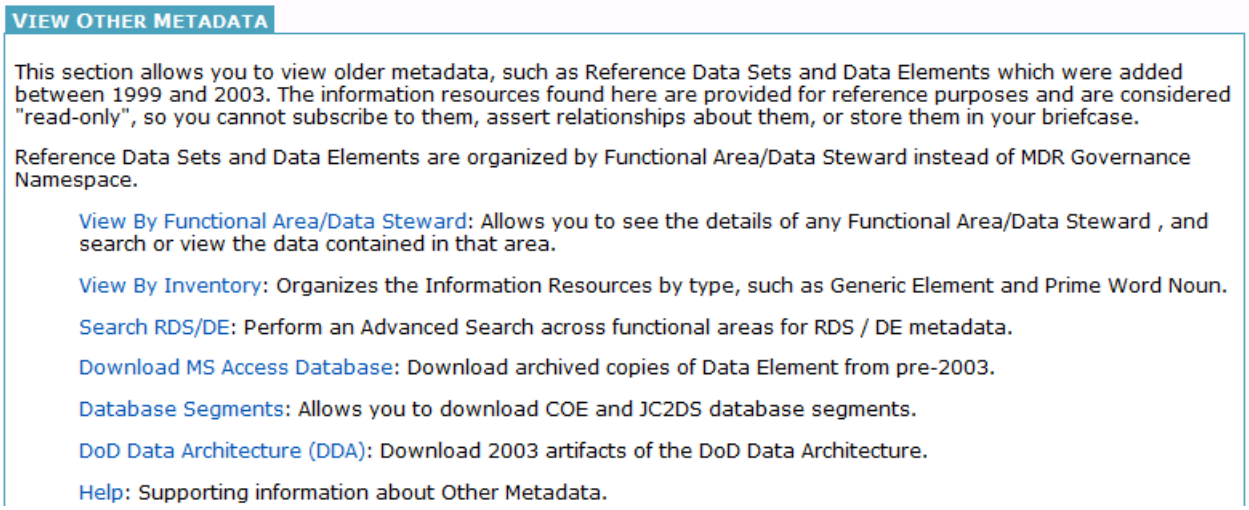


Figure 77. View Other Metadata

View by Functional Area/Data Steward

The Other Metadata: View by Functional Area/Data Steward page allows you to view a summary of the information resources contained within a functional area.

To view information resources by functional area/data steward:

1. Select the **View > Other Metadata** menu option.

   The View Other Metadata page displays.

2. Click the **View by Functional Area/Data Steward** link.

   The Other Metadata: View By Functional Area/Data Steward page displays a tree of the functional areas.

3. Click the name of the functional area in which you are interested.

   The Details section displays information for the selected functional area/data steward. If the functional area/data steward contains IRs, a summary of the number of IRs by IR type displays in the Inventory section of the page.

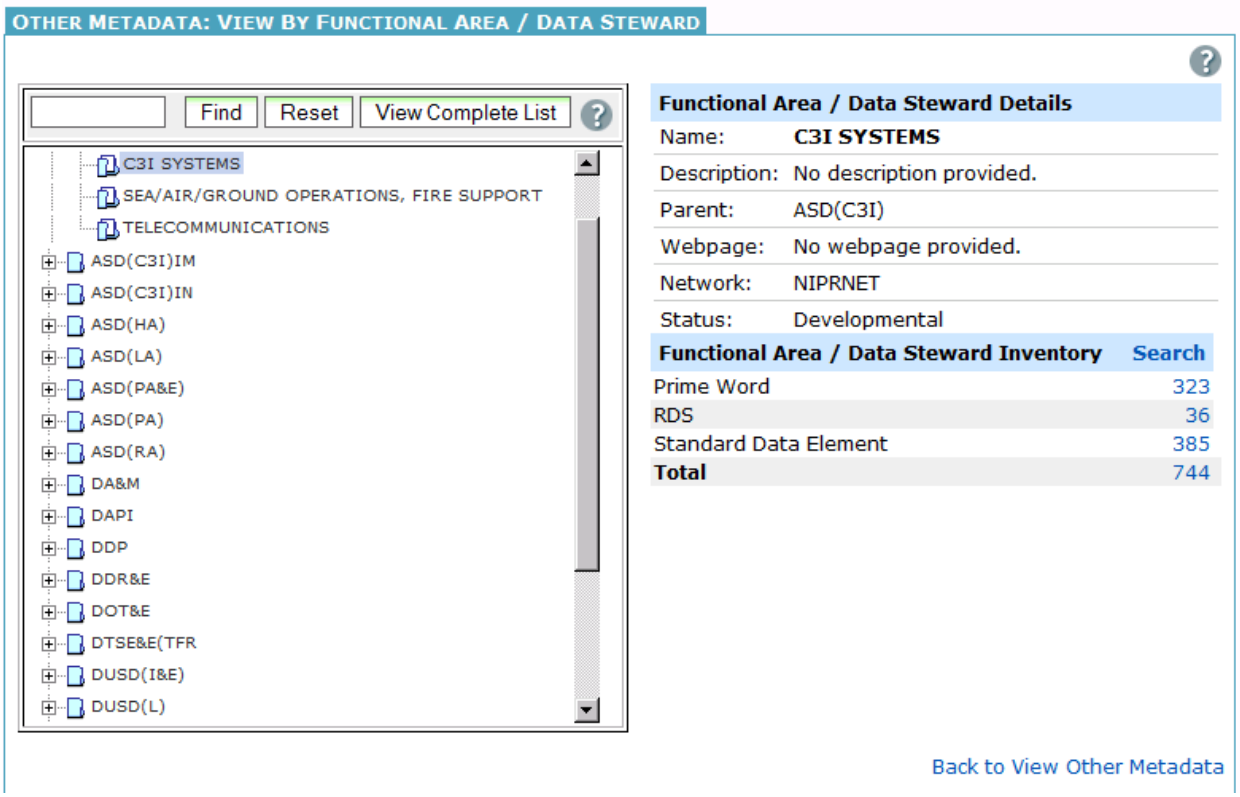


Figure 78. By Functional Area details

To view or print the expanded namespace tree from the Other Metadata: View By Functional Area/Data Steward page, click the **View Complete List** button. This view (Figure 67) displays the abbreviation and name for each namespace and the manager and the e-mail address of the manager who is responsible for the namespace.

View by Inventory

The Other Metadata: View by Inventory page allows you to view a summary of the IR types by functional area.

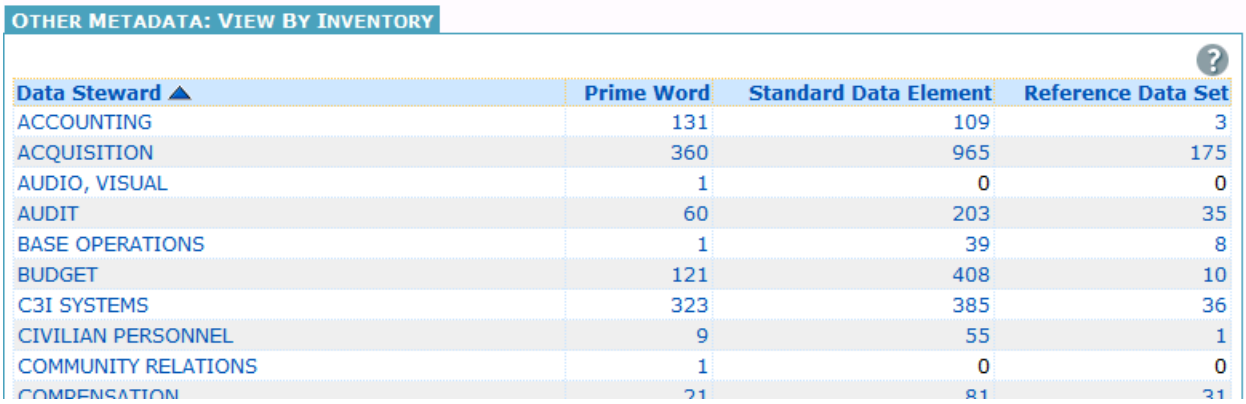
To view information resources by functional area and type:

1. Select the **View > Other Metadata** menu option.

   The View Other Metadata page displays.

2. Click the **View by Inventory** link.

   The Other Metadata: View By Inventory page displays a table with the list of data stewards in the left column and the information resource types across the top. The value displayed at the intersection of the functional area row and information resource type column is the number of IRs for the particular IR type in the functional area.



Data Steward ▲	Prime Word	Standard Data Element	Reference Data Set
ACCOUNTING	131	109	3
ACQUISITION	360	965	175
AUDIO, VISUAL	1	0	0
AUDIT	60	203	35
BASE OPERATIONS	1	39	8
BUDGET	121	408	10
C3I SYSTEMS	323	385	36
CIVILIAN PERSONNEL	9	55	1
COMMUNITY RELATIONS	1	0	0
COMPENSATION	21	81	31

Figure 79. Other Metadata: View by Inventory

Search RDS/DE

The Search RDS/DE option allows you to search the functional areas for reference data sets and data elements containing the keywords that you specify.

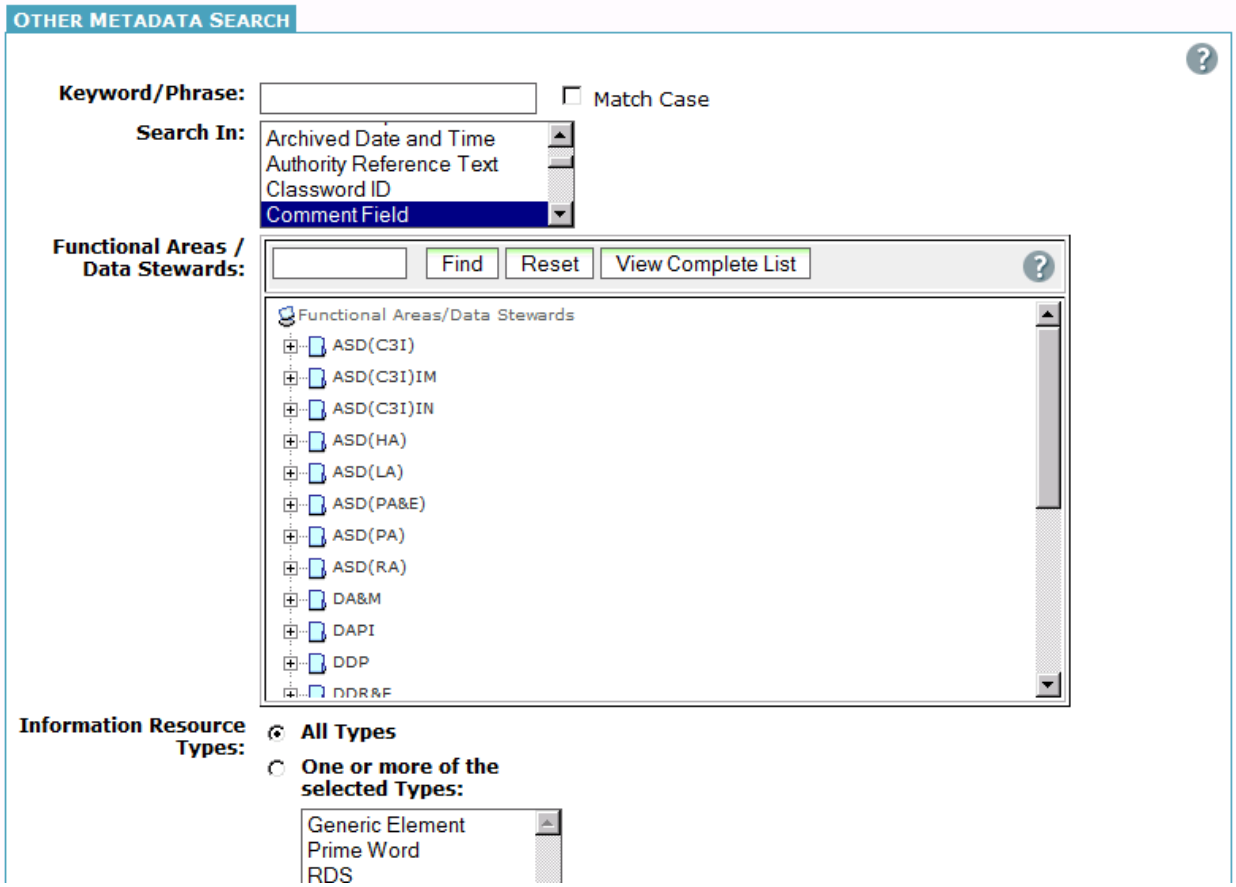


Figure 80. Other Metadata search

To locate a reference data set or data element:

1. Select the **View > Other Metadata** menu option.

The View Other Metadata page displays.

2. Click the **Search RDS/DE** link.

   The Other Metadata Search page displays.

3. Enter your search criterion in the fields.

Table 12. Search Criterion Fields

Field Name	Field Value
Keyword/Phrase	Enter the word or phrase that you would like the search to locate.
Case-Sensitive	If you have specified a keyword or phrase, you may make the search case-sensitive by checking the **Case-Sensitive** checkbox.
Search On	If you have specified a keyword or phrase, select the field(s) in which you would like to search for the specified word or phrase. To select multiple fields, hold down the [CTRL] key while you select the fields from the list.
Functional Areas/Data Stewards	Click the names of the functional areas/data stewards that you would like to include in the search. You may locate a functional area/data steward by entering a part of its name in the field and clicking **Find**.
Information Resource Types	Select one of the following options: *All Types*: This option will search all information resource types. *One or More of the selected Types*: Searches only those information resource types that you select. To select multiple types, hold down the [CTRL] key while you select the types from the list.
Status	Select one of the following status values from the drop-down list: *Deprecated:* A newer version of the information resource is available, but this version is still supported. *Developmental*: The information resource is under development and has not been approved for production use. *Operational*: The information resource has been approved for production use. *Retired*: The information resource is no longer supported.

4. Click **Search**.

   IRs meeting your search criterion display on the Other Metadata Search Results page. You may navigate the search results by using the buttons listed in Table 13.

Table 13. Buttons on the Other Metadata Search Results Page

Icon	Description
	Displays the first page of search results.
	Displays the previous page of search results.
	Displays the page specified in the **page** field.
	Displays the next page of search results.
	Displays the last page of search results.

From the Other Metadata Search Results page you may:

- Download the search results to an XML file by clicking on the XML link.
- Download the search results to a CSV file by clicking on the CSV link.
- View details for the functional area by clicking on the functional area name.
- View the IR details by clicking the IR name.

To view or print the expanded namespace tree from the Other Metadata Search page, click the **View Complete List** button. This view (Figure 67) displays the abbreviation and name for each namespace and the manager and the e-mail address of the manager who is responsible for the namespace.

Download the MS Access Database

You may download archived copies of the Microsoft Access database containing data elements from pre-2003.

To download the MS Access database:

1. Select the **View > Other Metadata** menu option.

   The View Other Metadata page displays.

2. Click the **Download MS Access Database** link.

   The Other Metadata: Download Access Database page displays.

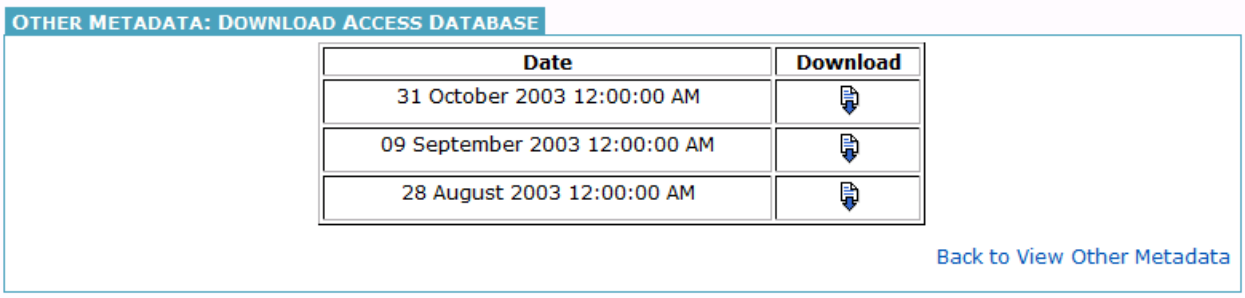


Figure 81. Other Metadata: Download Access Database

3. Click the icon beside the database that you would like to download.

   The File Download window displays.

4. Click **Save**.

5. Navigate to the directory where you would like to save the file.

6. If you would like to change the name of the file, enter the name in the **File name** field.

7. Click **Save**.

   The file is downloaded to the specified directory.

Files downloaded from the Metadata Registry will be opened in a third-party application.

COE and JC2DS Database Segments

You may download COE and JC2DS database segments from the Metadata Registry. To download any of these segments:

1. Select the **View > Other Metadata** menu option.

   The View Other Metadata page displays.

2. Click the **Database Segments** link.

   The Other Metadata: COE Database Segments page displays.

OTHER METADATA: COE DATABASE SEGMENTS

Sponsor	Name	Segment Version	COE Version	Status	RDBMS	Download
ABCS	Joint Common Database	4.4.0.02	4.4	Production	Informix	
ABCS	Joint Common Database	4.4.0.02	4.4	Production	Oracle	
SHADE	Common Track Data Store	1.0.0.0		Draft	Oracle	
SHADE	JC2DS Facility Segment	1.0.0.0	1.0.0.0	Draft	Oracle	
SHADE	JC2DS Feature	1.1.0.0		Draft	Oracle	
SHADE	JC2DS Materiel Segment	1.0.0.0		Draft	Oracle	
SHADE	JC2DS Organization	1.1.0.0		Draft	Oracle	
SHADE	JC2DS Person Segment	1.0.0.0		Draft	Oracle	
SHADE	JC2DS Plan	1.1.0.0		Draft	Oracle	

Figure 82. Other Metadata: COE Database Segments

From the Other Metadata: COE Database Segments page you may:

- View the details for a database segment by clicking the database segment name.
- Download the database segment by clicking the icon that is displayed beside the database segment name.

Files downloaded from the Metadata Registry will be opened in a third-party application.

DoD Data Architecture

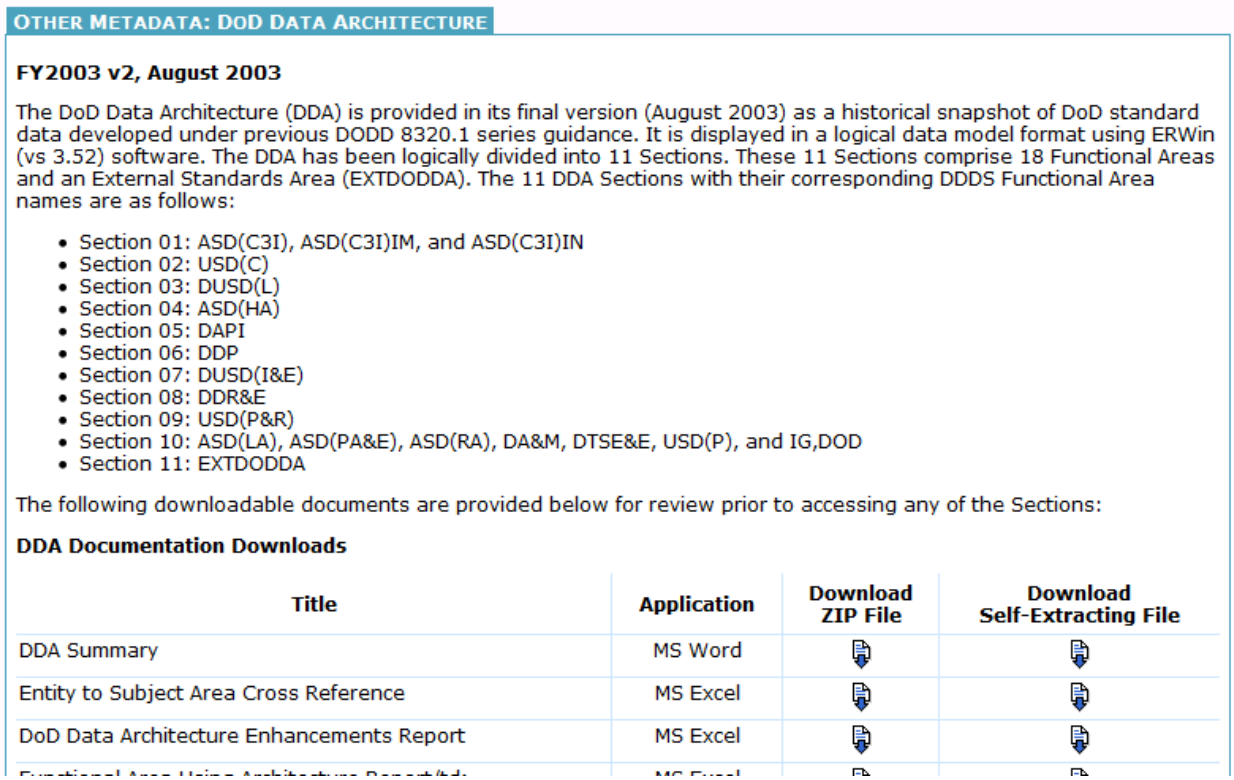
You may download DoD Data Architecture (DDA) artifacts from the Metadata Registry. To download a DDA artifact:

1. Select the **View > Other Metadata** menu option.

   The View Other Metadata page displays.

2. Click the **DoD Data Architecture (DDA)** link.

   The Other Metadata: DoD Data Architecture page displays.



OTHER METADATA: DOD DATA ARCHITECTURE

FY2003 v2, August 2003

The DoD Data Architecture (DDA) is provided in its final version (August 2003) as a historical snapshot of DoD standard data developed under previous DODD 8320.1 series guidance. It is displayed in a logical data model format using ERWin (vs 3.52) software. The DDA has been logically divided into 11 Sections. These 11 Sections comprise 18 Functional Areas and an External Standards Area (EXTDODDA). The 11 DDA Sections with their corresponding DDDS Functional Area names are as follows:

- Section 01: ASD(C3I), ASD(C3I)IM, and ASD(C3I)IN
- Section 02: USD(C)
- Section 03: DUSD(L)
- Section 04: ASD(HA)
- Section 05: DAPI
- Section 06: DDP
- Section 07: DUSD(I&E)
- Section 08: DDR&E
- Section 09: USD(P&R)
- Section 10: ASD(LA), ASD(PA&E), ASD(RA), DA&M, DTSE&E, USD(P), and IG,DOD
- Section 11: EXTDODDA

The following downloadable documents are provided below for review prior to accessing any of the Sections:

DDA Documentation Downloads

Title	Application	Download ZIP File	Download Self-Extracting File
DDA Summary	MS Word		
Entity to Subject Area Cross Reference	MS Excel		
DoD Data Architecture Enhancements Report	MS Excel		

Figure 83. Other Metadata: DoD Data Architecture

3. For information on downloading a DoD Data Architecture document, please refer to page 85. For information on downloading an individual section, please refer to page 86.

Downloading a DDA Document

To download a DoD Data Architecture document from the Other Metadata: DoD Data Architecture page:

1. Scroll down to the DDA Documentation section of the Other Metadata: DoD Data Architecture page.
2. Click the icon displayed beside the document.

   The File Download window displays.
3. Click **Save**.
4. Navigate to the directory where you would like to save the file.
5. If you would like to change the name of the file, enter the name in the **File name** field.
6. Click **Save**.

   The file is downloaded to the specified directory.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Downloading a Section of the DDA

To download a section of the DDA:

1. Scroll down to the Individual DDA Sections section of the Other Metadata: DoD Data Architecture page.
2. Click the name of the section that you would like to download.

   The Other Metadata: DoD Data Architecture – Section # page displays.
3. Click the icon displayed beside the section that you would like to download.

   The File Download window displays.
4. Click **Save**.
5. Navigate to the directory where you would like to save the file.
6. If you would like to change the name of the file, enter the name in the **File name** field.
7. Click **Save**.

   The file is downloaded to the specified directory.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Chapter 7. Publish

Information Resource Lifecycle

When an IR is submitted to the Metadata Registry, the namespace's administrator and manager will be notified. The submitter can choose to assign a *Developmental* or *Operational* status at submission time. The *Operational* status indicates that the IR is in production use. As newer versions of the IR become available, previous versions of the IR may still be supported. The namespace's administrator can review the older IRs and assign them a status of *Deprecated*. Eventually, older versions of the IR will no longer be supported and will be assigned a status of *Retired*.

The information resource status values are listed in Table 14.

Table 14. IR Status Values

Status Value	Description
Developmental	The information resource is under development and has not been approved for production use.
Operational	The information resource has been approved for production use.
Deprecated	A newer version of the information resource is available, but this version is still supported.
Retired	The information resource is no longer supported.

On the SIPRNet network, it is only possible to add packages into SIPRNet namespaces. An attempt to submit a package into a NIPRNet namespace from the SIPRNet network will fail.

Submission Wizard

This wizard allows you to upload, generate, validate, and submit a package. The key steps are to:

- Upload the file(s).
- Add security markings.
- Enter the package information.
- Validate the package.
- Submit the package.

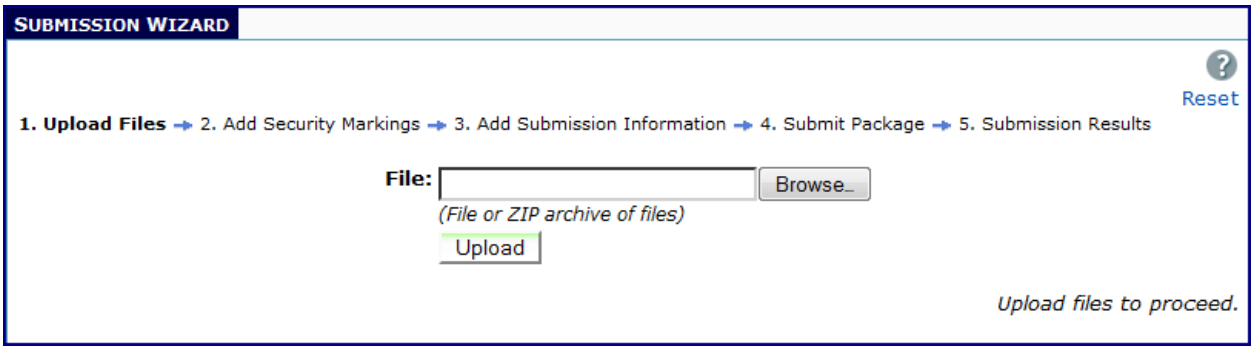


Figure 84. Submission Wizard page

1. Select the **Publish > Submission Wizard** menu option.

   The Submission Wizard page is displayed and the Upload Files section is available to you.

2. Upload the file(s) by doing the following:

   a. From the Upload Files section, click **Browse**.

      The File Upload window displays.

   b. From the File Upload window, navigate to the location of your file(s) or the .zip file that contains your schema(s).

   c. Select the file(s) or the .zip file that contains your schema(s).

   d. Click **Open**.

      The selected file displays in the **File** field.

3. Click **Upload**.

If you selected a .zip file, the files contained in the .zip file are displayed in the Uploaded Files section. If you selected a file, that file is displayed in the Uploaded Files section.

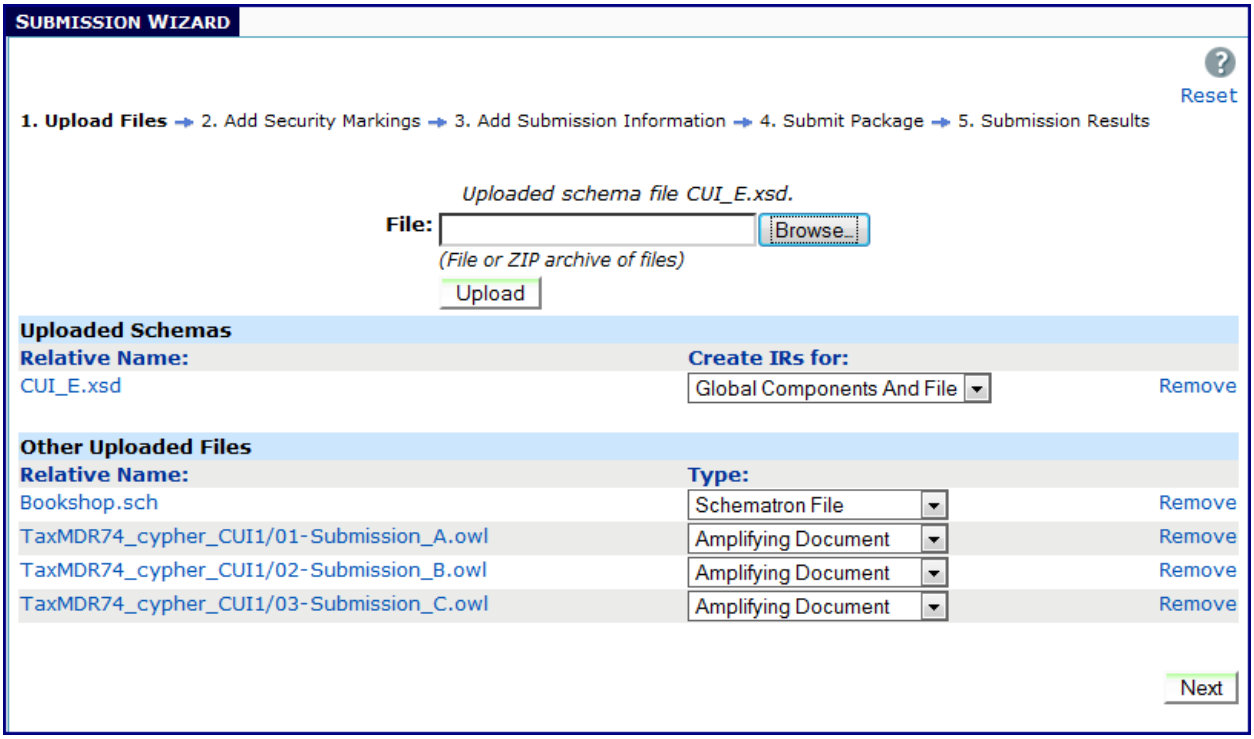


Figure 85. Submission Wizard page after files uploaded

4. For any **Uploaded Schemas**, you have the option of creating IRs for global elements inside the file:

    a. **Global Components and File:** Parse the schema file and generate an IR for the schema itself, as well as any global reusable components in the schema. A "global component" is an element or type which is an immediate child to the <schema> element in an XML Schema. They are associated with the target namespace and may be reused in other schemas.

    b. **File:** Do not extract any global components. Only create an IR for the schema file itself.

    c. **None:** This schema is only being uploaded for reference. Do not create any IRs for it.

5. From the **Other Uploaded Files** section of the Submission Wizard page:

    a. If you want to change the Information Resource Type, click the drop-down menu and select the desired file type.

    b. If you want to delete a file, click the **Remove** link next to the file.

6. Click the **Next** link.

    If there are any errors in the files that you uploaded, you are returned to the Upload Files section. Otherwise, the application checks for the embedded CUI markings in the schema/Schematron files and the Add Security Markings section of the Submission Wizard is displayed.

7. If all or some of the uploaded files do not have the embedded security markings, the following workflow takes place:

    a. The Add Security Markings section displays a warning, lists all the files that do not have embedded security markings, and displays a question about how you want to apply additional security markings to those files.

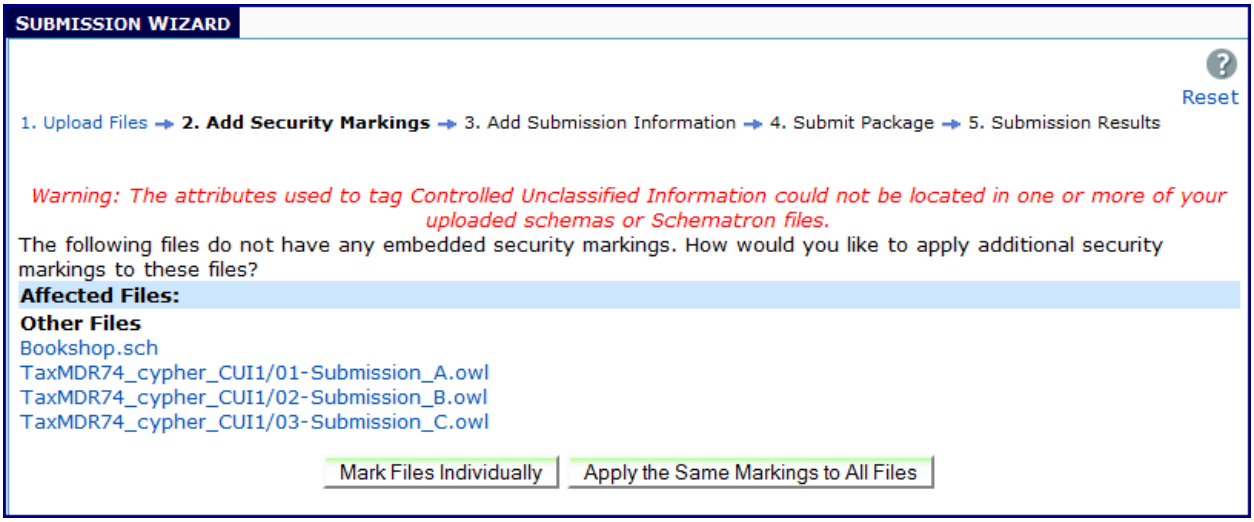


Figure 86. Submission Wizard - Add Security Markings section

    b. Choose to either **Mark Files Individually** or **Apply the Same Markings to All Files**.

    c. If you click **Mark Files Individually**, the Add Security Markings section lists each file separately and enables you to mark files individually and enter related data.

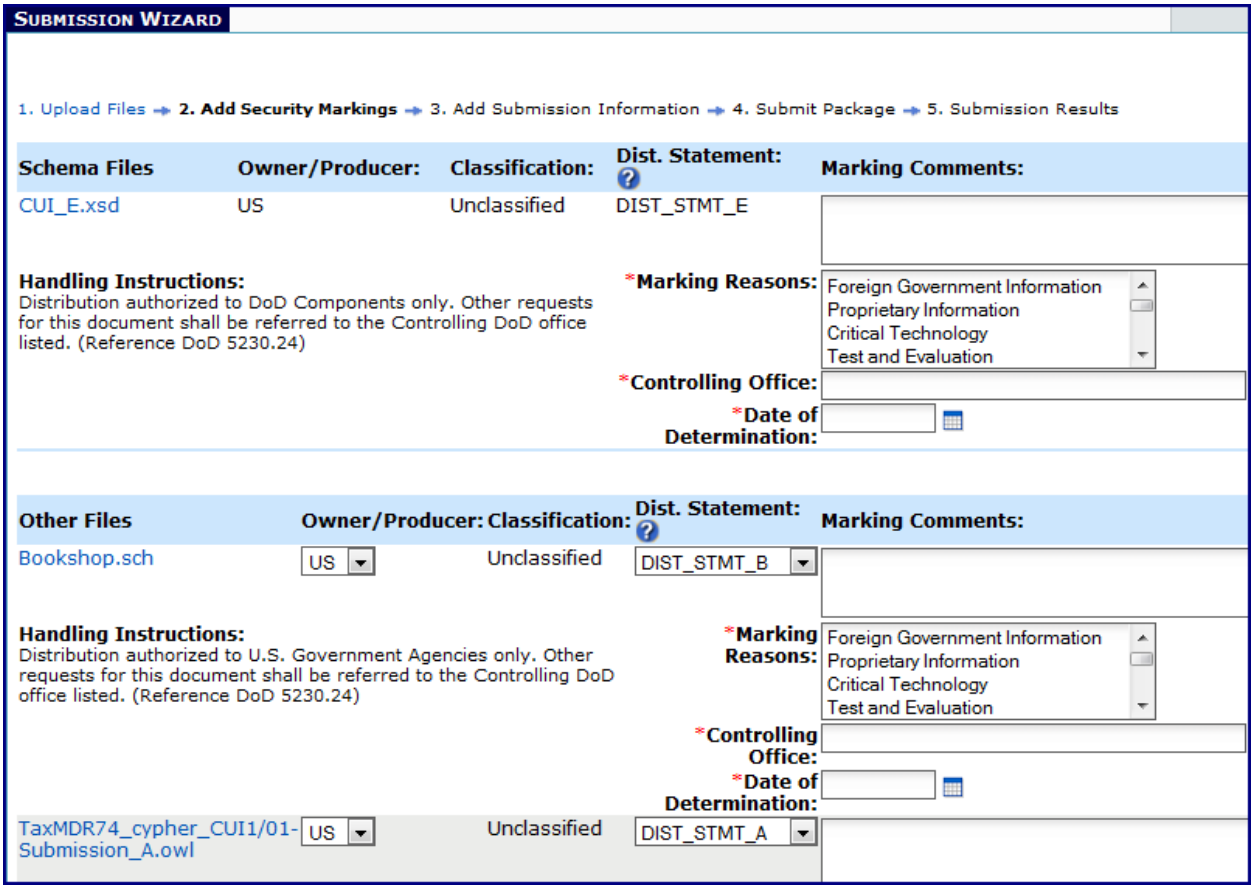


Figure 87. The Add Security Markings section – Marking Files Individually

d. If you click **Apply the Same Markings to All Files**, the Add Security Markings section lists all the files that do not have the security markings and enables you to mark once for all the files.

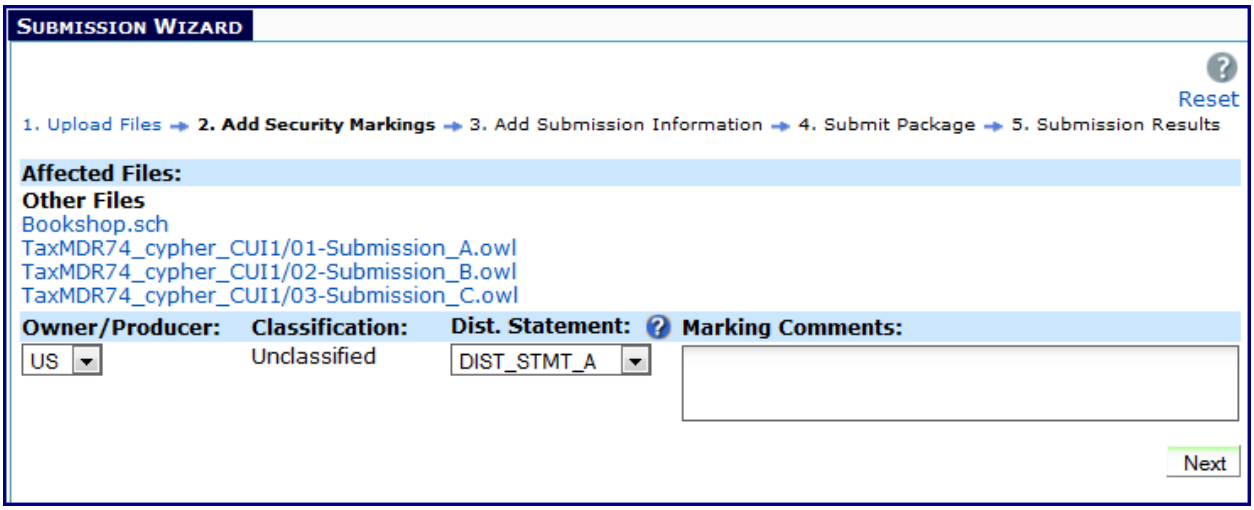


Figure 88. The Add Security Markings section – Applying the Same Markings to All Files

e. Select the security marking and enter any related data such as marking comments.

f. Click **Next**.

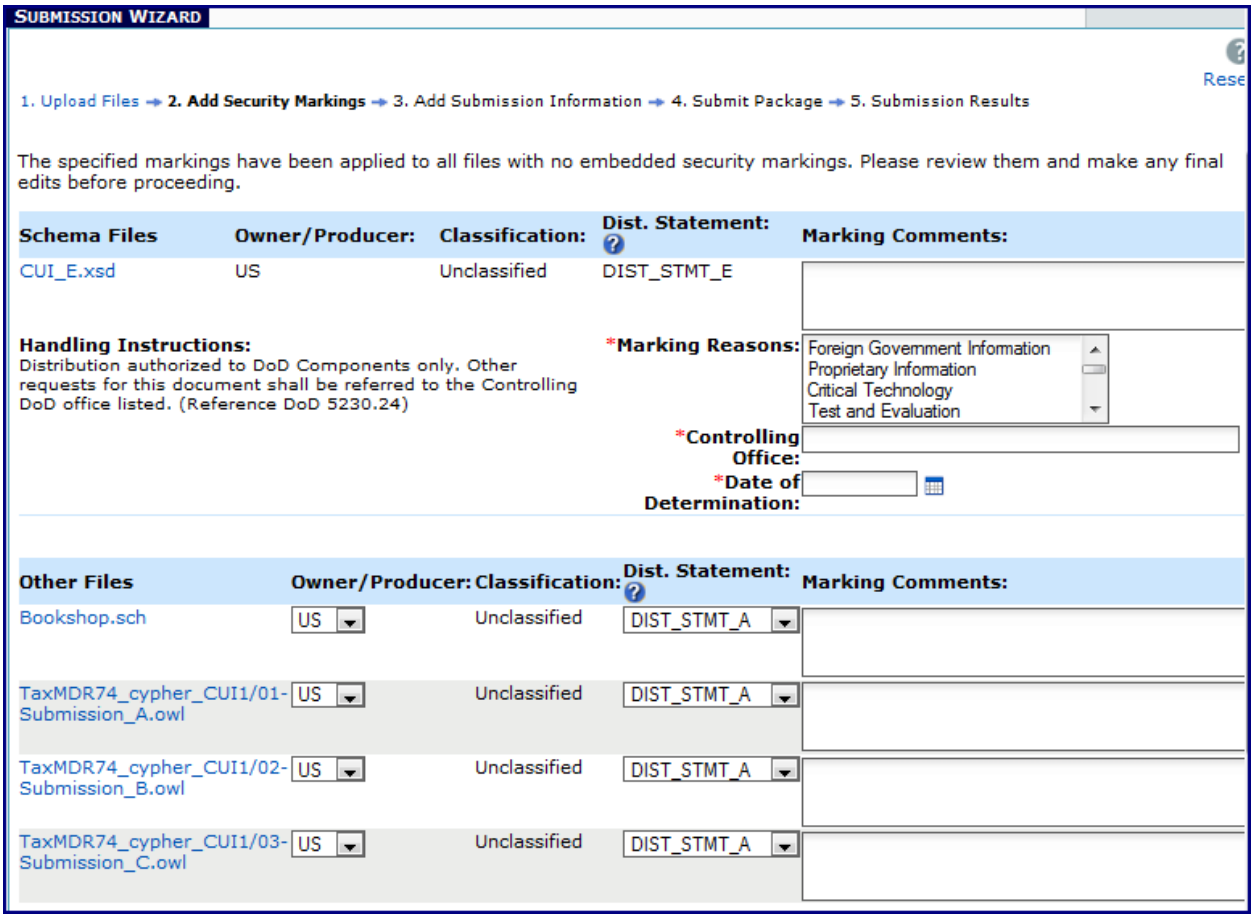


Figure 89. The Add Security Markings section after Applying the Same Markings to All Files

If you are submitting metadata on SIPRNet, or do not wish to apply any unusual markings to these files, simply check the "Confirm Markings" box below the markings table, and proceed to the next step by clicking the **Next** link.

CUI Markings:

For each file, you have the option of setting the Owner Producer, the Security Classification, and the Distribution Statement. Files with no particular restrictions should be marked as **DIST_STMT_A**.

If you have included these markings inside a schema file (as described in the CUI Help documentation online), the values will be pre-populated for you.

These are the possible distribution statements available to the user:

1. **Distribution A**: Public Release
2. **Distribution B**: US Government Only
3. **Distribution C**: US Government and Contractors
4. **Distribution D**: Department of Defense and Contractors

5. **Distribution E**: Department of Defense Only
6. **DEA_SENSITIVE**: Drug Enforcement Agency Sensitive
7. **DOE_OUO**: Department of Energy Official Use Only
8. **STATE_LOU**: State Department Limited Official Use Only

If you choose a distribution statement other than Distribution A, further information may be required:

- **Date of Determination**: The date this asset was determined to be controlled.
- **Controlling Office**: The office responsible for distribution of this asset.
- **Marking Reasons**: The reason(s) for marking this asset as Controlled Unclassified Information.

Note: If you do not have CUI Eligibility, you will only be able to submit metadata marked as Distribution Statement A. When submitting CUI-marked data, please realize that any user with a valid MDR account will be able to discover the basic details about it, but only users with approved CUI Access and MDR Administrators will be able to view or download the actual files. Please see further details about CUI on the CUI Help page at **Help > Controlled Unclassified Information**.

g. To proceed to the next step in the wizard, check the "**Confirm Markings**" box at the bottom of the page to confirm that the files are properly marked and marked at the lowest possible level, and then click on the **Next** link. The Add Submission Information section is displayed.

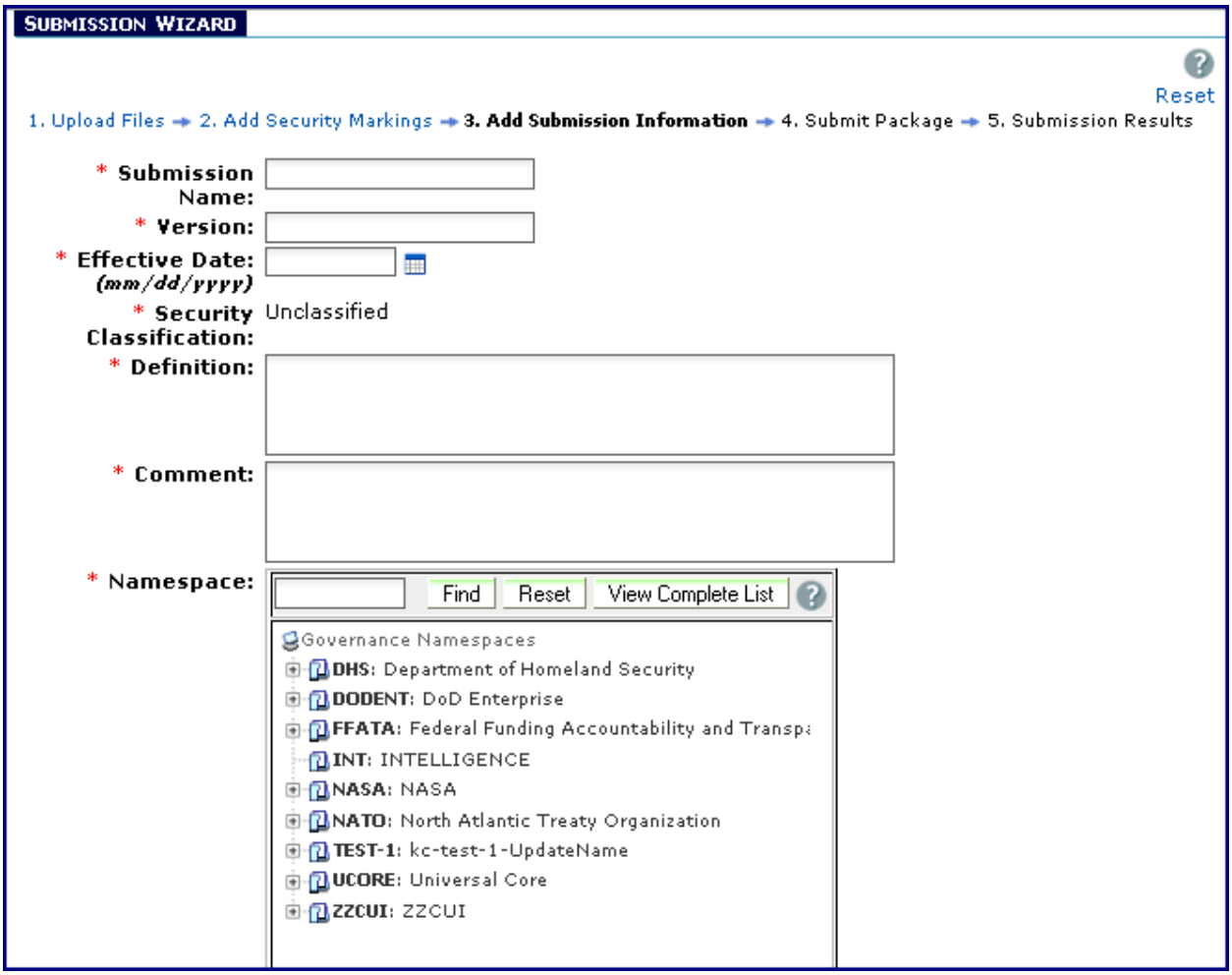


Figure 90. Add Submission Information section

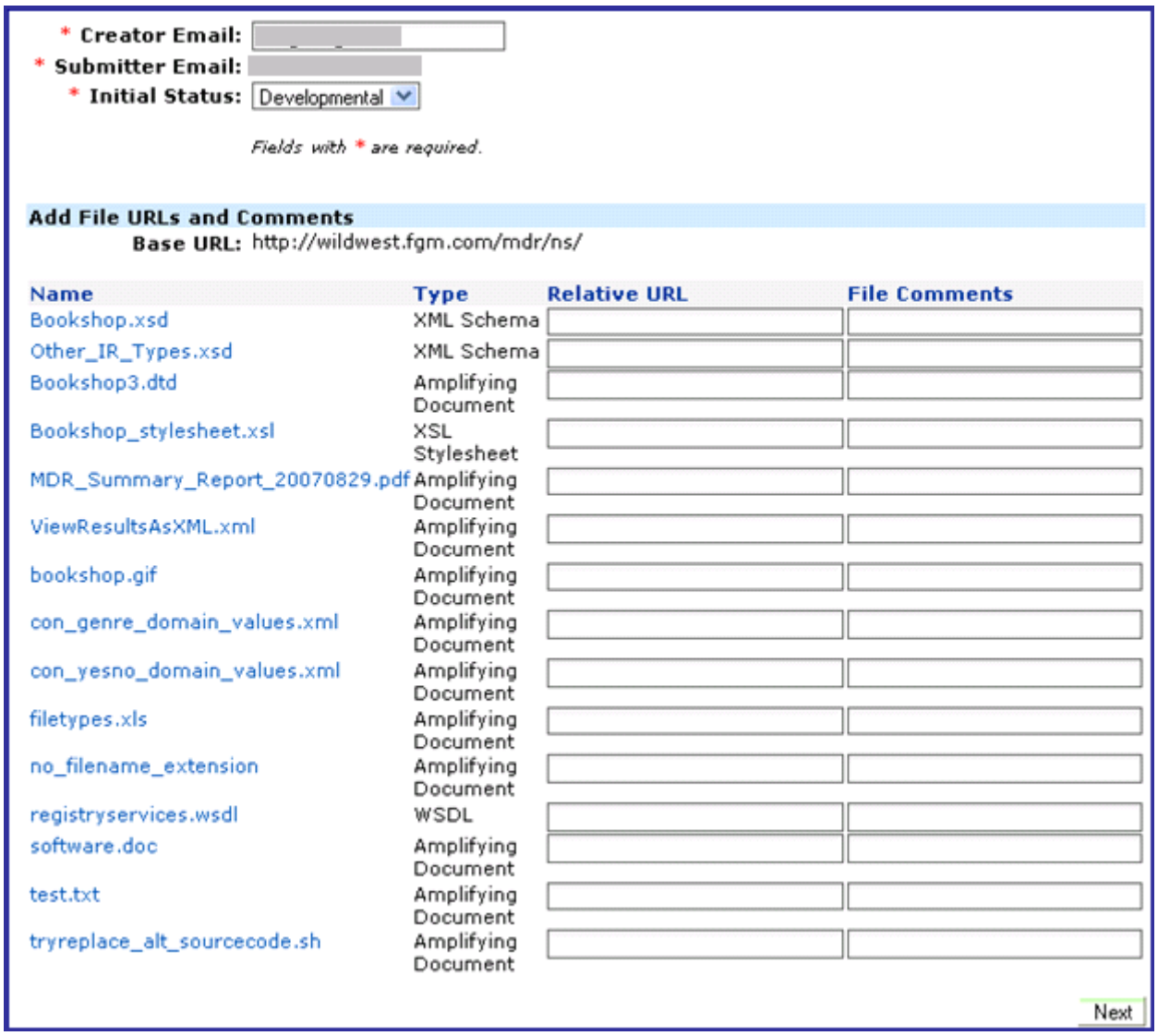


Figure 91. Add Submission Information section (contd.)

8. Provide the following information in the Submission Information form. Information is required for fields marked with an asterisk (*).

Table 15. Submission Information Form Fields

Field Name	Field Value
Submission Name*	The name of the submission package.
Version*	The version number of the submission package and every IR inside of it.
Effective Date*	The effective date of the submission package. If you do not have any organizational guidance as to what constitutes an Effective Date, you may use the creation date.
Security Classification*	Pre-populated for the network for the MDR instance.

Field Name	Field Value
Definition*	The definition for the submission package.
Comment*	Any comments about the submission package.
Namespace*	Select the namespace to which the submission package will be submitted.
Creator Email*	This is the e-mail address of the creator of the files. This e-mail must be tied to a valid Metadata Registry account.
Submitter Email*	This is pre-populated with your email address, as the submitter.
Initial Status*	The initial status of the submission package, *Developmental* or *Operational*
Relative URL	For each file you uploaded, you may specify a relative User-Defined URL here. See Appendix C. User-Defined URLs for more information. **Note:** Schematron files which do not have CUI markings get a system generated URL.
File Comments	For each file you uploaded, you may specify additional comments about the file here.

Click the **Next** button.

The Submit Package section displays.

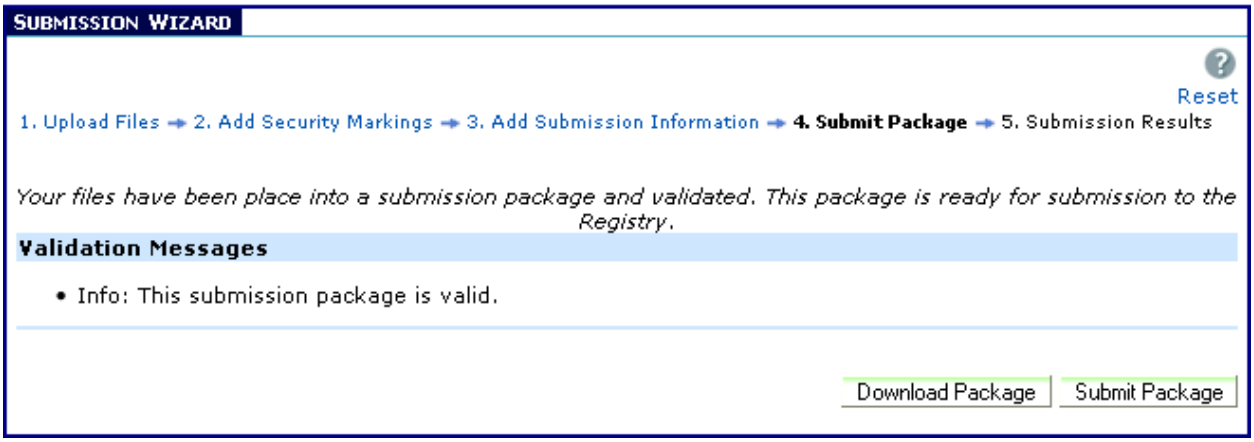


Figure 92. Submission Wizard - Submit Package section

If any errors are found while validating the submission package, appropriate validation messages are displayed.

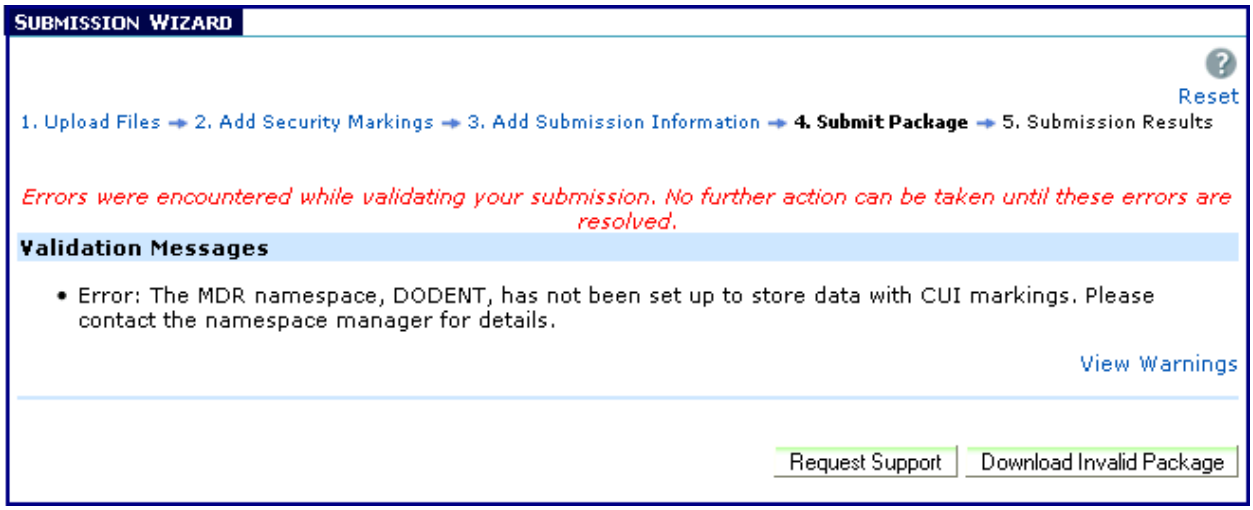


Figure 93. Errors From Package Validation

To request support for resolving the errors, click on the **Request Support** button. The Feedback and Support form is displayed with fields pre-populated with appropriate information. If you want to be contacted by the admin, select the Contact me checkbox. Click **Submit**.

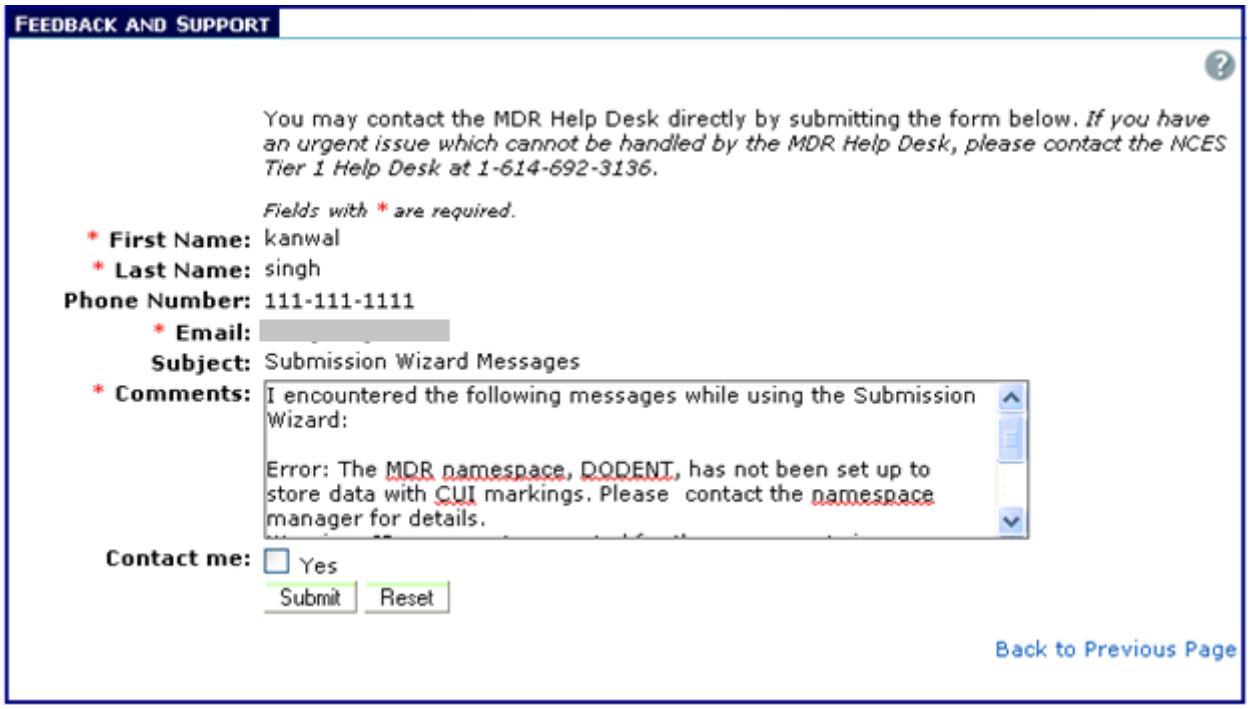


Figure 94. Feedback and Support form with Error Information

When the package is ready for submission:

- Download the package by clicking the **Download Package** button. Do this if you are not yet ready to submit the package, or need to perform advanced modifications on it.
- Submit the package by clicking the **Submit Package** button.

A submission results page displays.

Figure 95. Submission Wizard - Submission Results section

Submit Metadata

To submit a package that was previously created in the Submission Wizard, or a new taxonomy:

1. Select the **Publish > Submit Metadata** menu option.

   The Submit Metadata page displays.

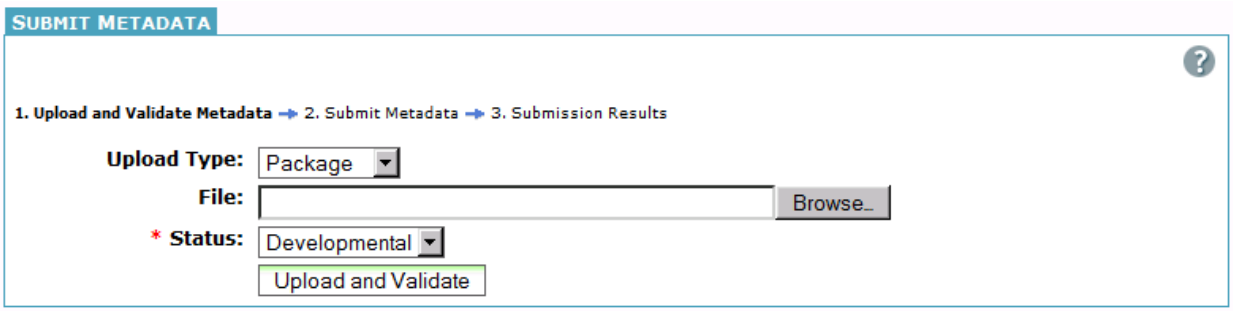


Figure 96. Submit Metadata page

2. Select the type of metadata that you would like to upload from the Upload Type list.
3. Click the **Browse** button.

   The Choose File window displays.

4. From the Choose File window:

   a. Navigate to the location of your file(s) or the .zip file that contains your schema(s).
   b. Select the file(s) or the .zip file that contains your schema(s).
   c. Click **Open**.

      The selected file displays in the **File** field.

5. Click **Upload and Validate**.

   A validation message displays for the package.

6. Click the **Submit Package** or **Submit Taxonomy** link.

Chapter 8. Schematron Validation

Metadata Registry supports uploading and management of Schematron files. You can manage the validation of the Schematron files through the Schematron Validation Tool accessible from the **Tools** menu option on the left navigation bar.

The Schematron Validation Tool allows you to validate arbitrary XML files using your own Schematron file or a Schematron file located within the Registry.

Validating XML Files Using Schematron Files

To validate your XML files using the Schematron Validation Tool, perform the following steps:

1. Access the Schematron Validation Tool by clicking on the **Tools** menu option on the left navigation bar. The Tools page is displayed.

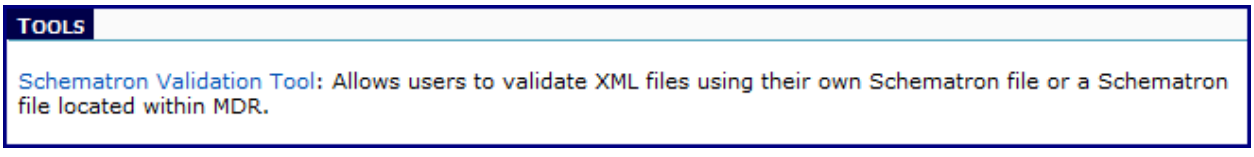


Figure 97. Tools Page

Alternatively, you can access the Validation Tool from the IR Details page for a Schematron file by clicking on the Schematron Validation icon next to the file name. See figure below. In that case the Schematron file will already be listed in the Validation Tool.

Figure 98. Accessing Validation Tool from IR Details Page

2. Click on the **Schematron Validation Tool** link. The Schematron Validator page is displayed.

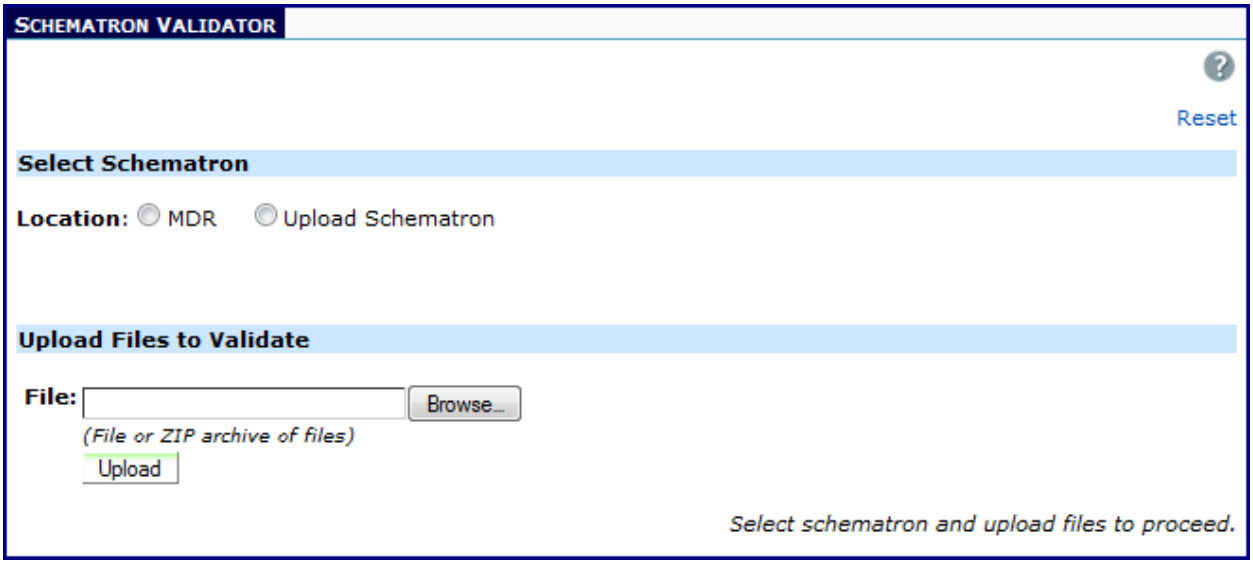


Figure 99. Schematron Validator Page

3. Select the location of your Schematron file. You can either choose a file existing in the Metadata Registry or upload your own Schematron file.

4. If you want to choose a Schematron file existing in the Registry:

    a. Select the **MDR** option in the Location field. A drop-down is displayed allowing you to select from your recently viewed items or your briefcase folders.

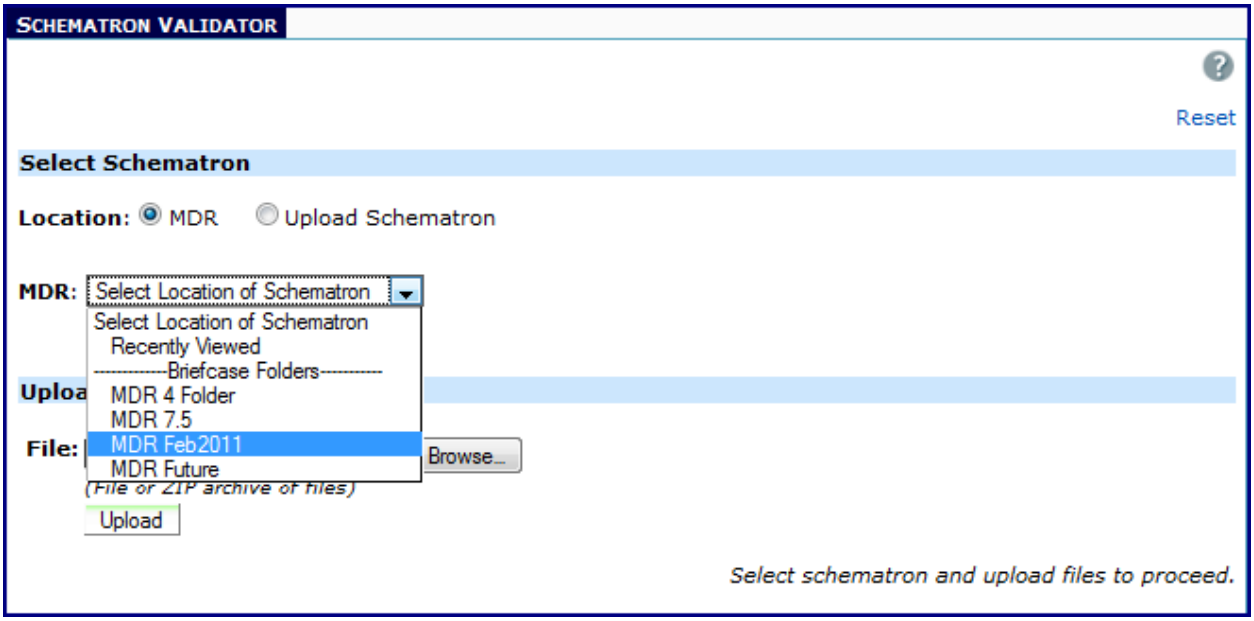


Figure 100. MDR Location of Schematron Files

    b. Select the Schematron file that you need and click the **Select Schematron** button.

    Note: CUI files will not appear in the "MDR" list. To use them you must:

1. Request CUI eligibility.
2. Request CUI access.
3. Download the file locally.
4. Upload the file into the tool.

See the "Updating CUI Status" section for more information on CUI eligibility and access.

5. Alternatively, if you want to upload your own local Schematron file:

    a. Select the **Upload Schematron** option in the Location field.

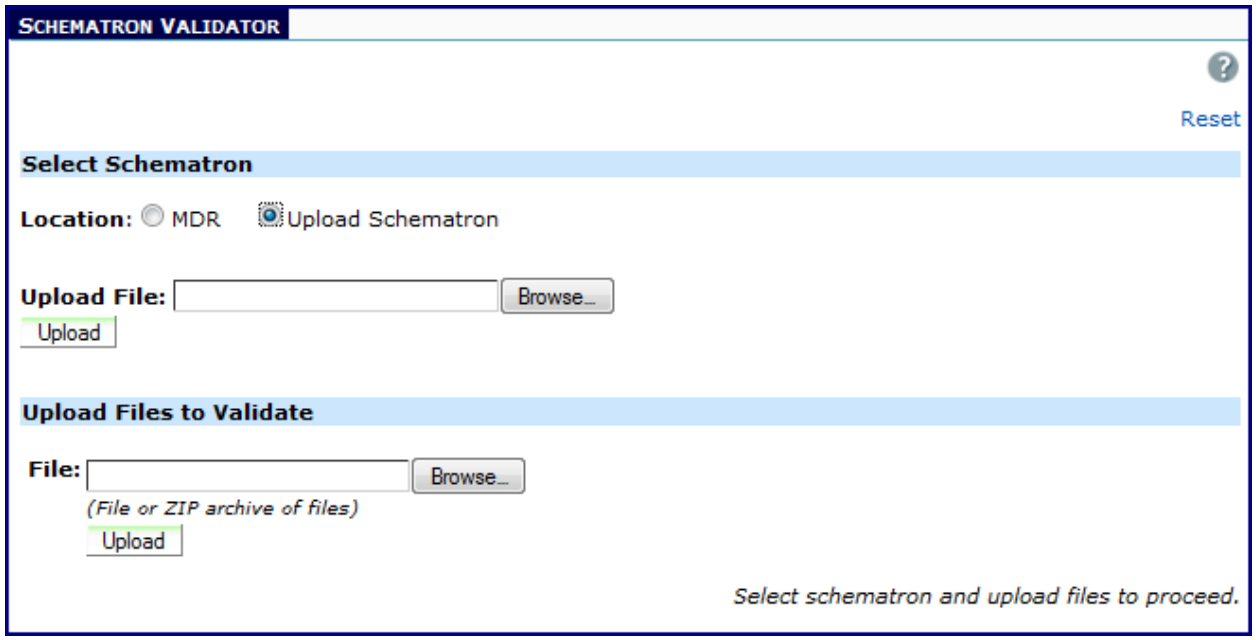


Figure 101. Uploading Your Own Schematron File

    b. Browse for and select the Schematron file that you want to use for validating the XML files. Click **Upload**.

The Schematron file is selected.

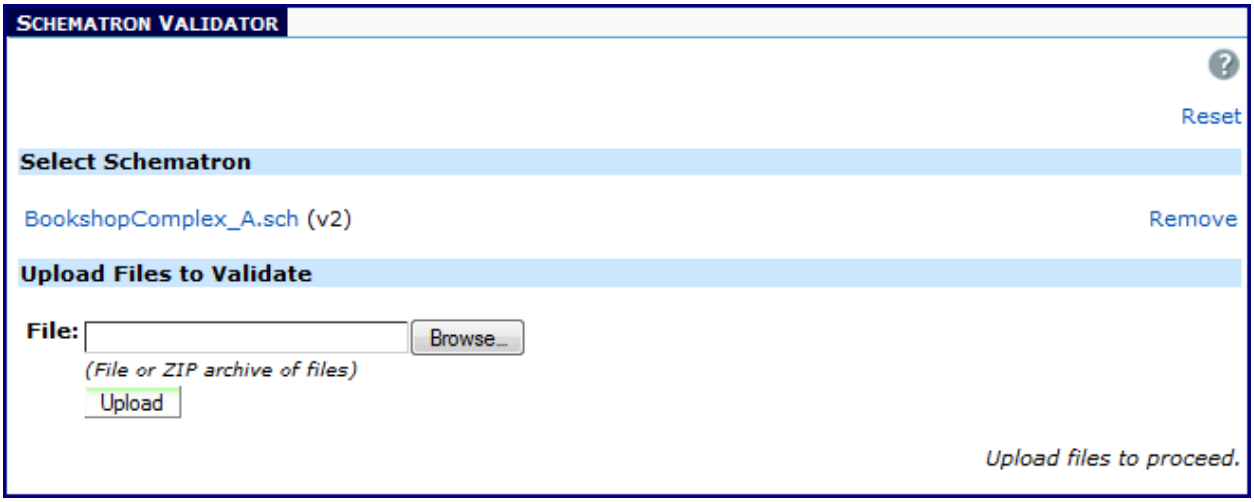


Figure 102. Schematron File Selected

6. Click **Browse** to search for and select the XML file(s) that need to be validated. Click **Upload** to upload the file(s) to be validated.

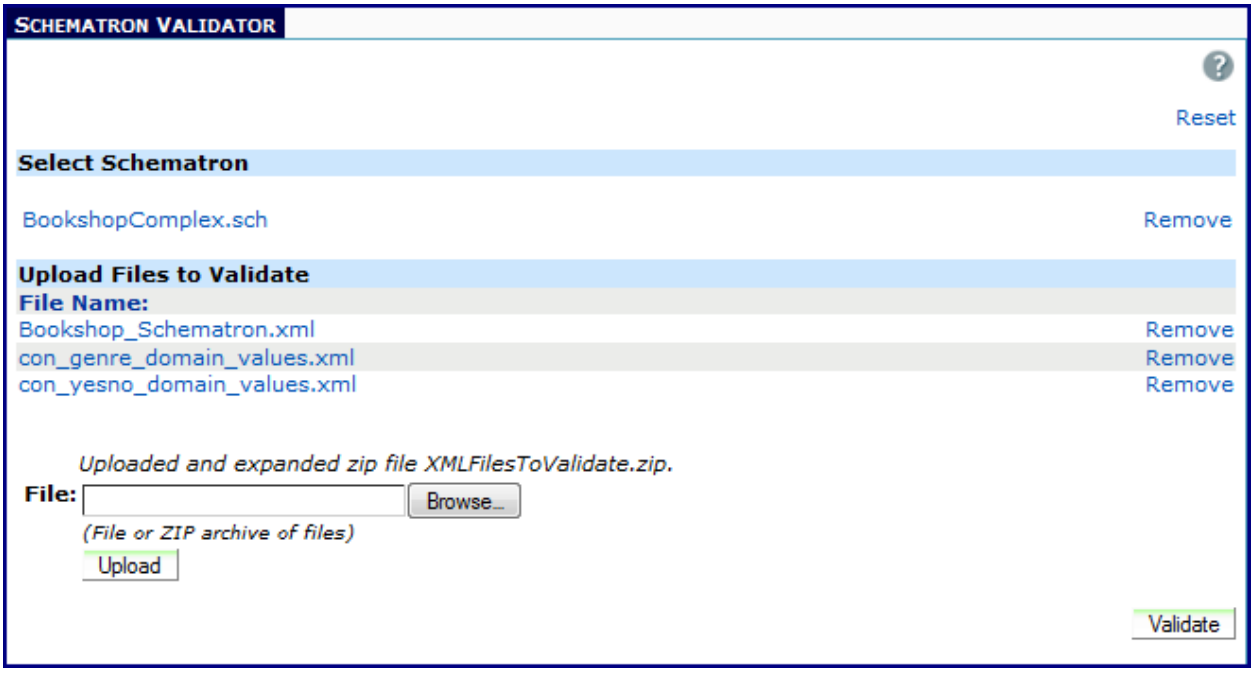


Figure 103. XML Files Selected for Validation

You can choose to upload a single XML file, multiple XML files, or a zip file containing multiple XML files.

Note: The maximum size of an uploaded file should not exceed 1 MB, otherwise an error will be displayed. A zip file may exceed the 1 MB limit, but each file it contains may be no more than 1 MB after it has been uncompressed.

7. Click on the **Validate** button. The Schematron Results page is displayed listing all the warnings and errors from the validation process.

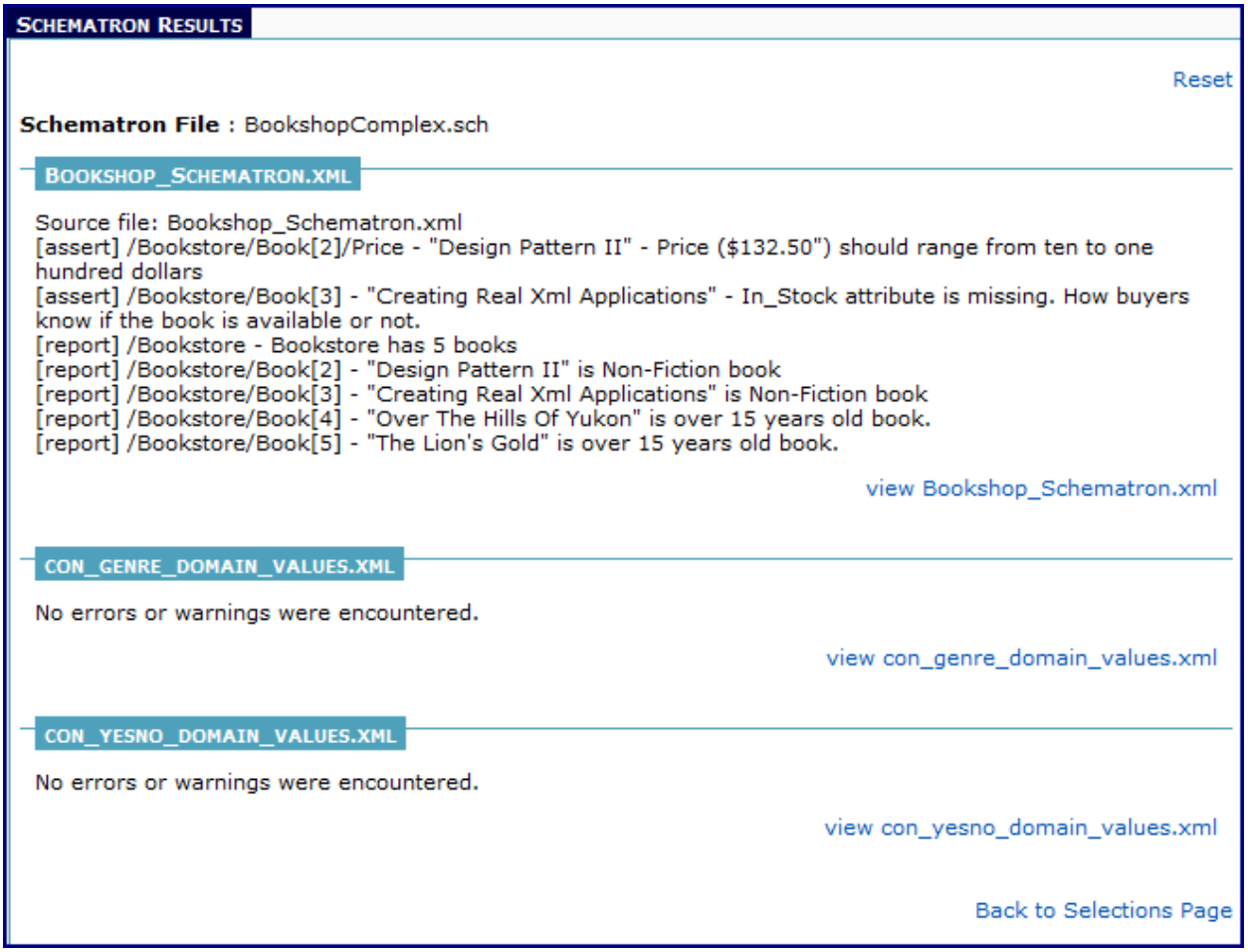


Figure 104. Schematron Results page

If you uploaded multiple files, the warnings and errors, if any, are displayed for each of the files.

8. From the results page you can access complete contents of the XML file by clicking on the **View** link for the file. The contents of the XML file are displayed along with the line numbers.

SCHEMATRON VALIDATOR

The contents of your file, Bookshop_Schematron.xml, are listed below:

```
1: <?xml version="1.0" encoding="UTF-8"?>
2:     <!--
3:        Updated for MDR v7.2.4 on 5/14/2010.
4:     -->
5: <Bookstore xmlns:xsi = "http://www.w3.org/2001/XMLSchema-instance"
6:    xsi:noNamespaceSchemaLocation = "Bookshop.xsd">
7:     <!--J&R Booksellers Database-->
8:     <Book Genre="Fiction" In_Stock="Yes">
9:        <Title>The Round Door</Title>
10:        <Author>Tom Evans</Author>
11:        <Year_Published>1996</Year_Published>
12:        <ISBN>0-9546-0274-3</ISBN>
13:        <Price>$23.00</Price>
14:        <Review>An Intriguing Tale Of A Round Door In A Wall</Review>
15:     </Book>
16:     <Book Genre="Non-Fiction" In_Stock="Yes">
17:        <Title>Design Pattern II</Title>
18:        <Author>Russ Olsen</Author>
19:        <Year_Published>2007</Year_Published>
20:        <ISBN>4-6224-3055-1</ISBN>
21:        <Price>$132.50</Price>
22:        <Review>Good Reference book to own</Review>
23:     </Book>
24:     <Book Genre="Non-Fiction">
25:        <Title>Creating Real Xml Applications</Title>
26:        <Author>Bill Eaton</Author>
27:        <Year_Published>1998</Year_Published>
28:        <ISBN>7-4562-0167-8</ISBN>
29:        <Price>$35.00</Price>
30:        <Review>A Look At How To Build Real Xml Applications</Review>
31:     </Book>
32:     <Book Genre="Fiction" In_Stock="No">
33:        <Title>Over The Hills Of Yukon</Title>
34:        <Author>Bert Colewell</Author>
35:        <Year_Published>1993</Year_Published>
36:        <ISBN>5-6524-3054-1</ISBN>
```

Figure 105. Contents of the XML File

9. From the contents page you can return to the Schematron Results page by clicking on the **Back to Results Page** link.

10. From the results page you can go back to the Selections page by clicking on the **Back to Selections Page** link and make changes to your selections such as validate other XML files against the same Schematron file or choose a different Schematron file by resetting the tool by clicking on the **Reset** link. You can remove the previously selected files at any point by clicking on the **Remove** link for the file.

Chapter 9. Managing My Workspace

My Workspace

The top pane of your workspace allows you to view any changes that have occurred to the Metadata Registry since the last time that you logged on. Select the **My Workspace** option from the menu on the left side of the page to view your dashboard. You can edit your account, manage your subscriptions, manage your briefcase, and manage your certificates from this pane.

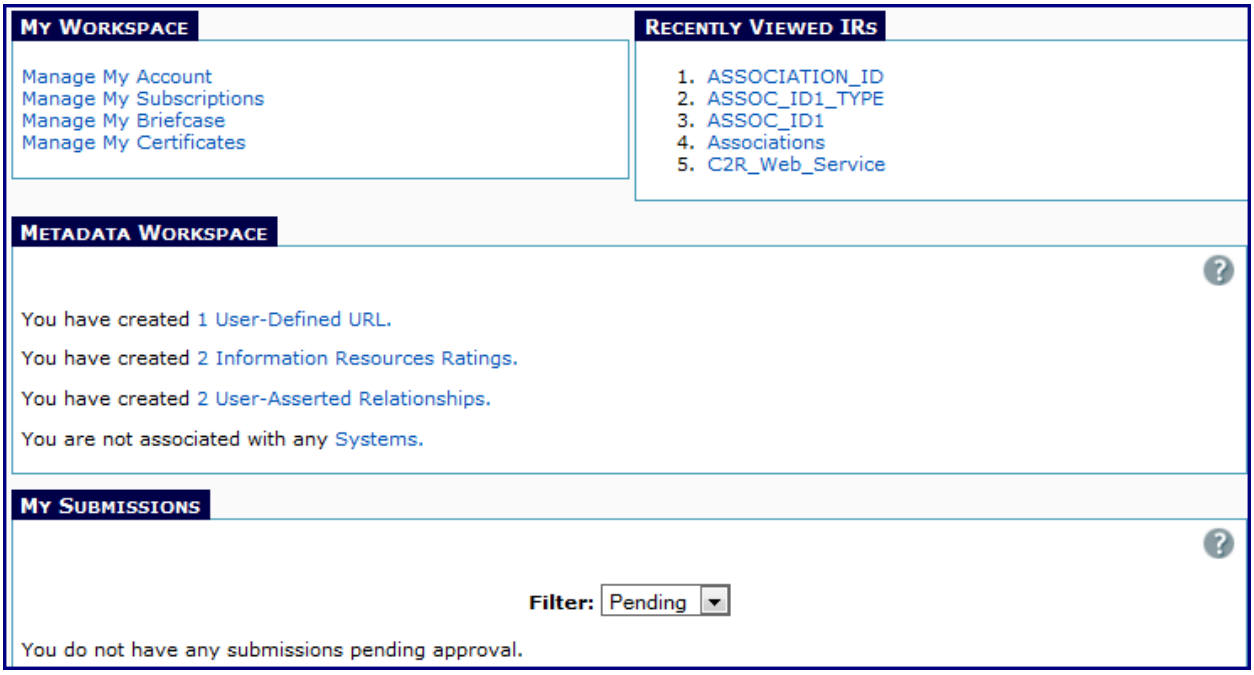


Figure 106. My Workspace

Recently Viewed IRs

The information resources that you have most recently viewed using the IR Details page are listed under the Recent Views heading. To view the IR Details page, click the IR name.

Metadata Workspace

This section provides access to any metadata-related items you have created, such as User-Defined URLs, Ratings, and Relationships. From this section you can also access information about Systems that you are associated with.

My Submissions

In the My Submissions section, you can view all of your package submissions and check their status. **Pending** will show any un-approved packages that are still awaiting action by an administrator. **All** will show every package you have submitted, regardless of status.

Managing Your Account

The account management page contains information specific to your MDR account. This page contains three additional fields that are not on the registration page:

Table 16. Managing Your Account

Field	Value
Can Download Zip Files	By checking the **Can Download Zip Files** checkbox, all ZIP files that you download will have a .ZIP extension. Some networks prevent their users from downloading files with a .ZIP extension. If you are having problems downloading .ZIP files, uncheck this checkbox and all ZIP files that you download will have a .PIZ extension. You will need to manually rename the file to .ZIP after a successful download.
Notifications	By checking this checkbox, you will receive an e-mail when system notifications are added or updated.
Results Per Page	Select the maximum number of results that you would like to have displayed on a page. The default setting is 25 results per page.
Search Display Options	Displays the search results display options that you selected. These options are saved and retained between different sessions.

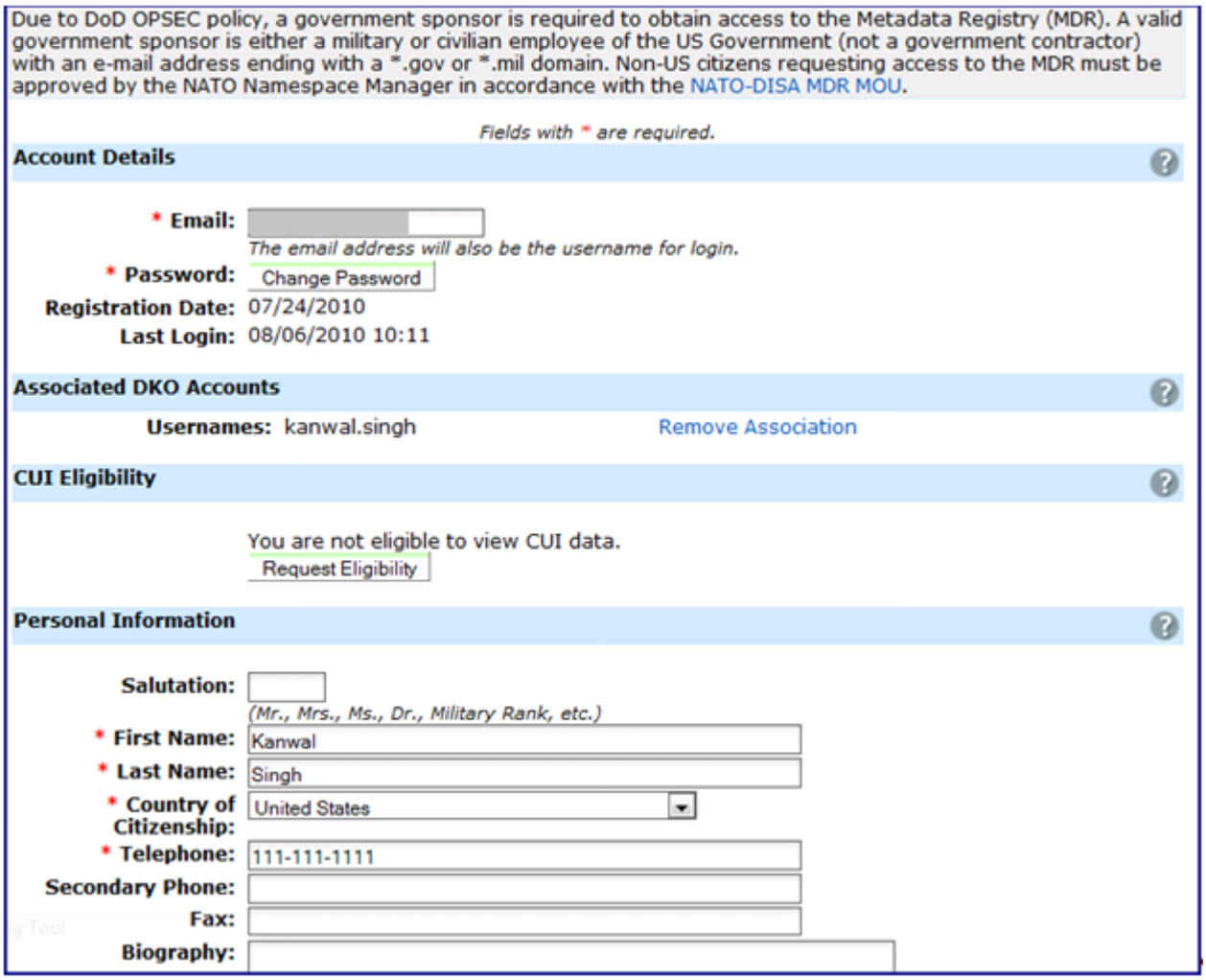


Figure 107. Account Management Page

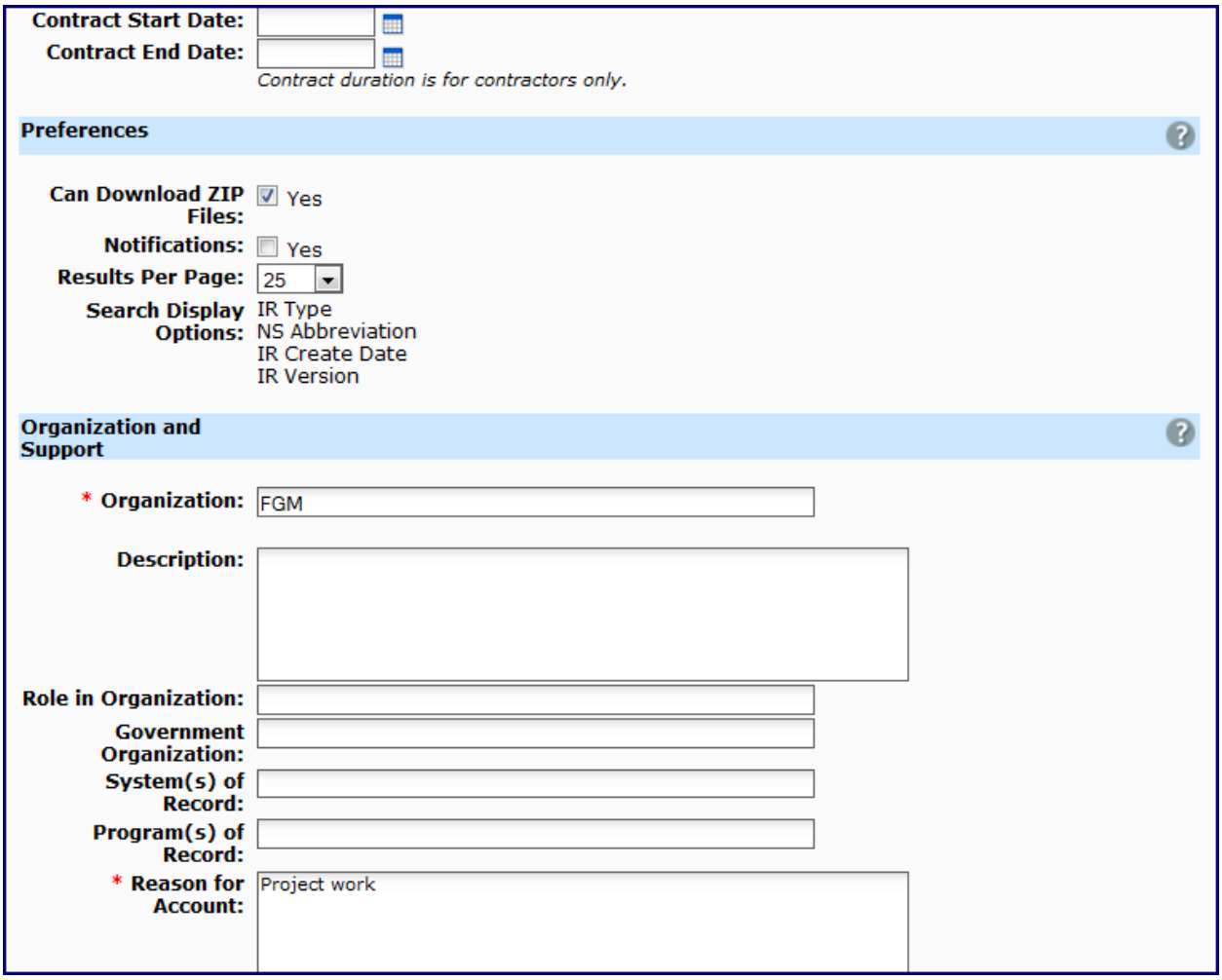


Figure 108. Account Management Page (continued)

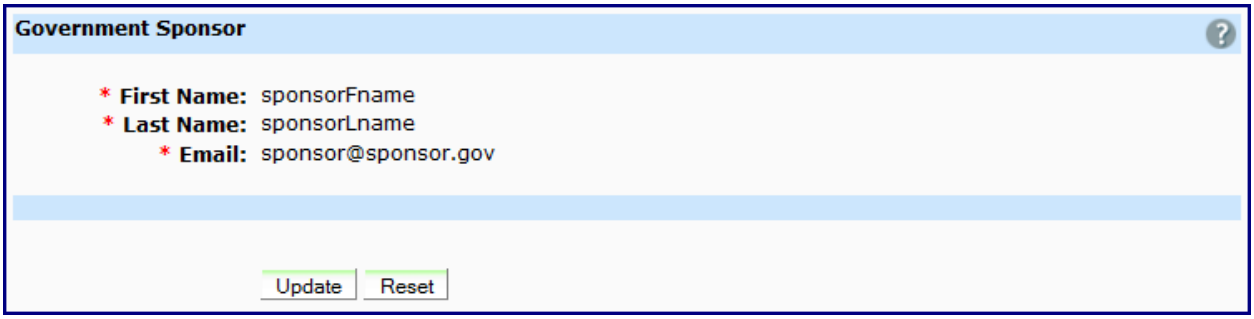


Figure 109. Account Management Page (continued)

To manage your account information:

1. Navigate to **My Workspace > Manage My Account**.

   The account management page displays.

2. Update your account information as needed.

If you change your password, the new password must be at least nine characters and should include at least two lower case letters, at least two upper case letters, and at least two special characters. Also, make sure the password does not contain any leading or trailing spaces. Please note that you may only change your password once in a 24-hour time period.

3. Click the **Update** button.

Updating CUI Status

If you do not have CUI eligibility, you may request to update your CUI Status by clicking the **Request Eligibility** button on the account management page. You can only request eligibility on NIPRNet, not on SIPRNet.

If you have CUI eligibility, you can change the CUI sponsor on the account management page. Your CUI status will be set to Pending and MDR will send an email to the new CUI sponsor. The sponsor will reply to the MDR Administrator, either approving or denying the request. The administrator will update the user's account and an email will be sent to the user about their CUI status.

Clicking on the **Request Eligibility** button will take you to the Request CUI Eligibility page.

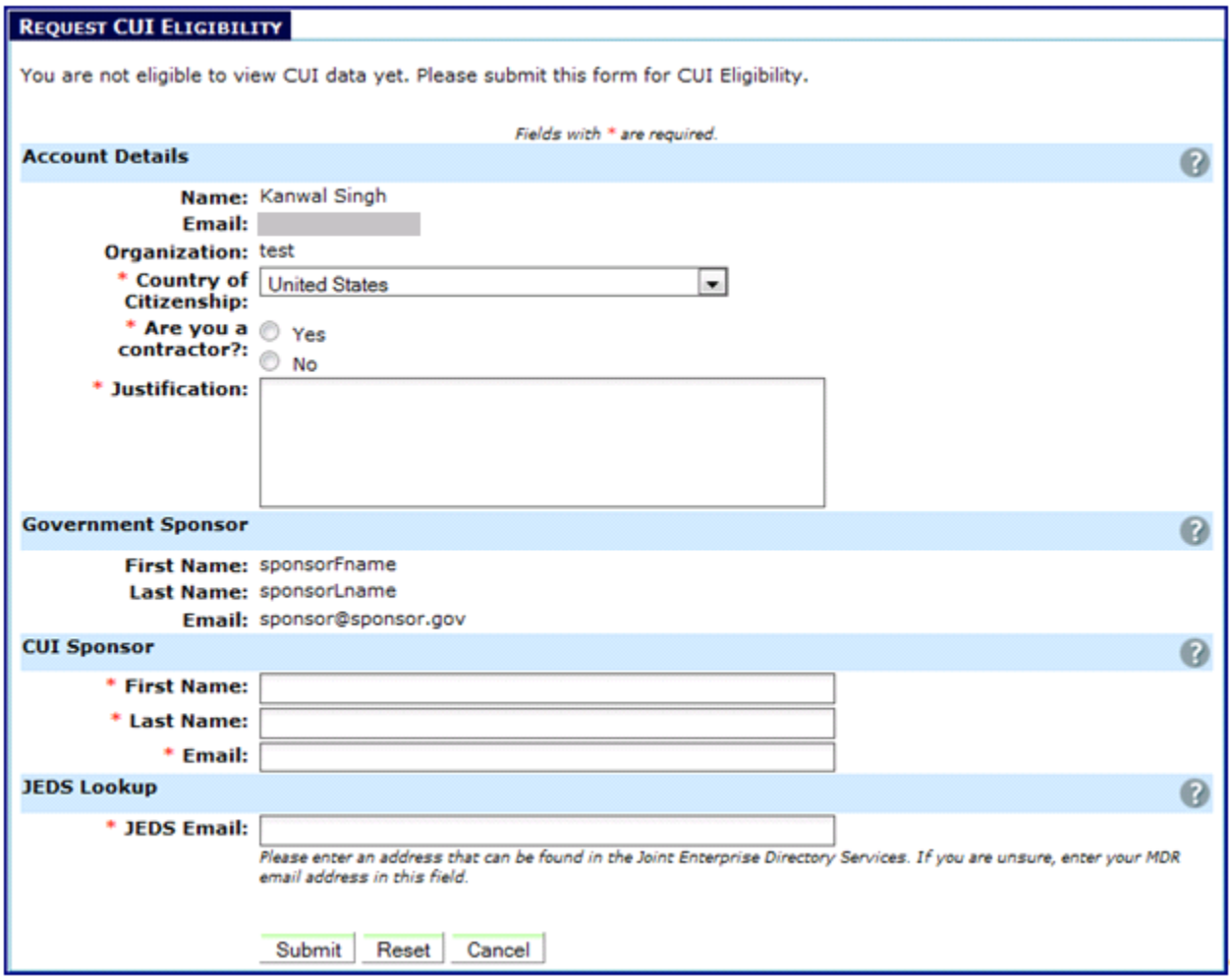


Figure 110. Requesting CUI Eligibility

1. Fill in the form values. Information is required for fields marked with an asterisk (*).

Table 17. Request CUI Eligibility fields

Field	Value
Account Details	
Country of Citizenship*	User's country of citizenship.
Are you a contractor?*	Selecting Yes displays contract start and end dates.
Justification*	The justification for requiring CUI eligibility.
CUI Sponsor	
First and Last Name*	The name of the government sponsor who can confirm your need for CUI access.
CUI Sponsor Email*	The government sponsor's email.
JEDS Lookup	

JEDS Email*	Your email address that can be found in Joint Enterprise Directory Services. Enter your MDR email address if you are unsure.

2. Click the **Submit** button when finished. MDR will send an email to the CUI sponsor. The sponsor will reply to the MDR Administrator, either approving or denying the request. The administrator will update the user's account and an email will be sent to the user about their CUI status. See Figure 52.

Contractor CUI eligibility expires by contract date. Non-contractor eligibility expires one year after approval. After expiration, the eligibility can be renewed from your Account page.

Managing Your Subscriptions

Subscriptions allow you to register your interest in Information Resource changes, such as additions, status changes, deletions, and newer versions.

Viewing Your IR Subscriptions

To view your subscriptions, click **My Workspace** link in the menu on the left side of the page and click **Manage My Subscriptions** link (see Figure 106). The My Subscriptions page is displayed.

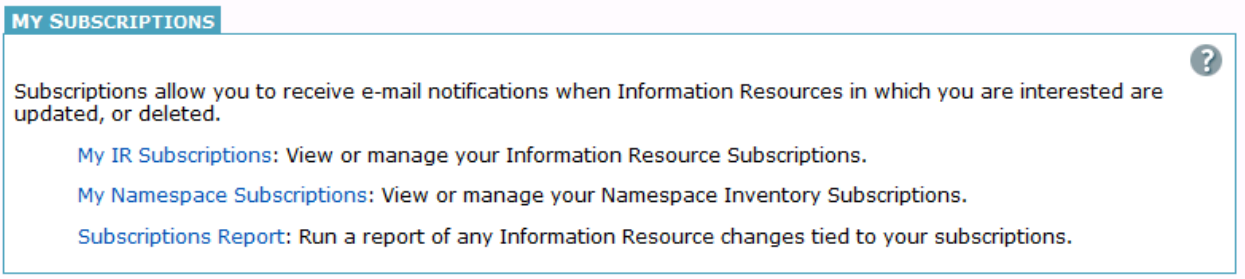


Figure 111. My Subscriptions

Click the **My IR Subscriptions** link to update existing subscriptions or to unsubscribe. You can click on the drop-down menu for Account to switch to different account, such as a system account.

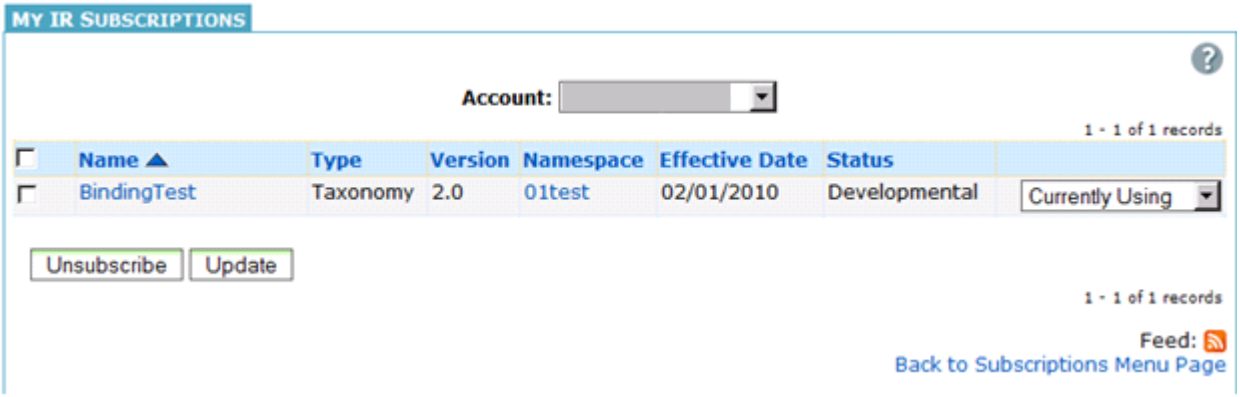


Figure 112. My IR Subscriptions

Adding Information Resources to Your Subscriptions

To subscribe to an information resource, you can do so from the Search Results page or the IR Details page. Please see Chapter 5 for details.

Modifying Your Subscriptions

To modify your subscriptions:

1. Navigate to **My Workspace > Manage My Subscriptions**, then select **My IR Subscriptions**.
2. Modify the subscription information (Level of Interest) as needed.
3. Click the **Update** button to save the changes.

Removing IRs from Your Subscriptions

To remove an information resource from your subscriptions:

1. Navigate to **My Workspace > Manage My Subscriptions** option from the navigation bar, and then select **My IR Subscriptions**.
2. For each information resource you would like to unsubscribe, check the checkbox that is to the left of the information resource's name.
3. Click **Unsubscribe**.

   The subscription is removed.

Viewing Your Namespace Subscriptions

To view your subscriptions, select the **Manage My Subscriptions** link from **My Workspace**. Click the **My Namespace Subscriptions** link to unsubscribe from existing subscriptions. You can click on the drop-down menu for Account to switch to different account, such as a system account. You can subscribe to an Atom feed for your subscriptions by clicking on the Feed icon link in the lower right corner.

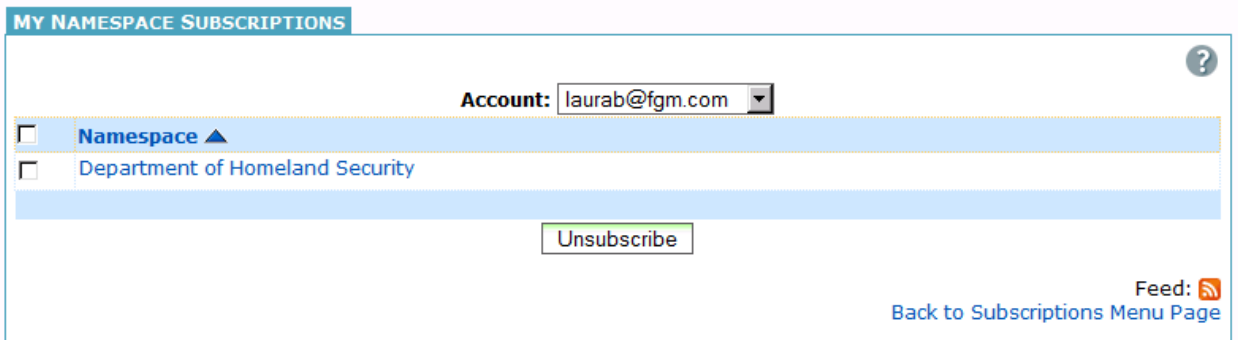


Figure 113. My Namespace Subscriptions blur info

Removing Namespace Subscriptions

To remove a namespace from your subscriptions:

1. Navigate to **My Workspace > Manage My Subscriptions**, and then select **My Namespace Subscriptions**.
2. For each namespace you would like to unsubscribe, check the checkbox that is to the left of the namespace's name.
3. Click **Unsubscribe**.

   The subscription is removed.

Viewing Changed IRs in Your Subscriptions

To view a report that displays all information resources in your subscriptions that have changed:

1. Navigate to **My Workspace > Manage My Subscriptions**.
2. Click the **Subscriptions Report** link.

   The Subscriptions Report page displays.

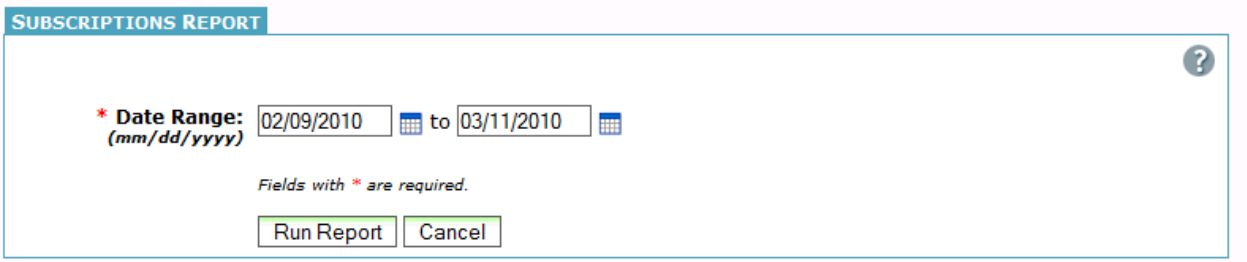


Figure 114. Subscriptions Report

3. In the Date Range field:
   a. Enter the start date – the beginning date that you would like to include in your report.
   b. Enter the end date – the end date that you would like to include in your report.

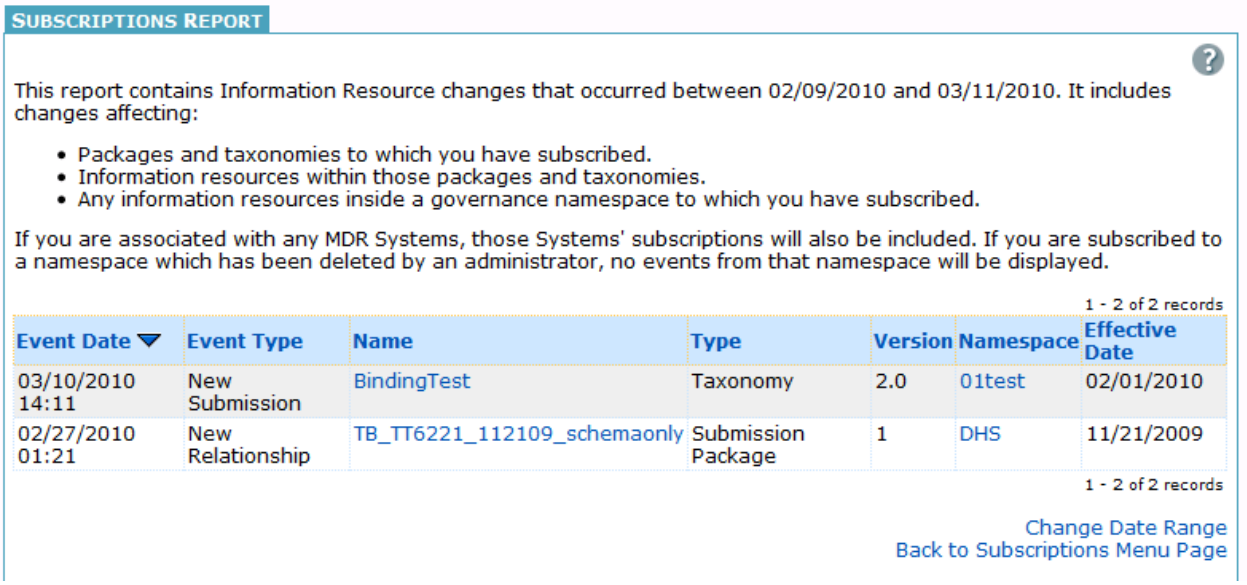
You can either manually enter the dates in the MM/DD/YYYY format or click the Calendar icon to select these dates from a calendar.

4. Click the **Run Report** button.

   The Subscriptions Report for the specified time period displays. It includes changes affecting:

   - Packages and taxonomies to which you have subscribed.
   - Information resources within those packages and taxonomies.
   - Any information resources inside a governance namespace to which you have subscribed.

   If you are associated with any MDR Systems, those Systems' subscriptions will also be included. If you are subscribed to a namespace which has been deleted by an administrator, no events from that namespace will be displayed.



SUBSCRIPTIONS REPORT

This report contains Information Resource changes that occurred between 02/09/2010 and 03/11/2010. It includes changes affecting:

- Packages and taxonomies to which you have subscribed.
- Information resources within those packages and taxonomies.
- Any information resources inside a governance namespace to which you have subscribed.

If you are associated with any MDR Systems, those Systems' subscriptions will also be included. If you are subscribed to a namespace which has been deleted by an administrator, no events from that namespace will be displayed.

1 - 2 of 2 records

Event Date	Event Type	Name	Type	Version	Namespace	Effective Date
03/10/2010 14:11	New Submission	BindingTest	Taxonomy	2.0	01test	02/01/2010
02/27/2010 01:21	New Relationship	TB_TT6221_112109_schemaonly	Submission Package	1	DHS	11/21/2009

1 - 2 of 2 records

Change Date Range
Back to Subscriptions Menu Page

Figure 115. Subscriptions Report results

Managing Your Briefcase

The Metadata Registry Briefcase is similar to the shopping cart concept used by many websites. The briefcase serves as a holding area for IRs that you would like to download or compare to one another. IRs in the Briefcase are grouped into *Briefcase folders* that you define. These Briefcase folders allow you to group IRs into categories that are meaningful to you.

IRs may be added to briefcase folders from the Search Results page.

Viewing Your Briefcase

To view your briefcase, navigate to **My Workspace > Manage My Briefcase**. The My Briefcase page displays any folders you have defined in your briefcase.

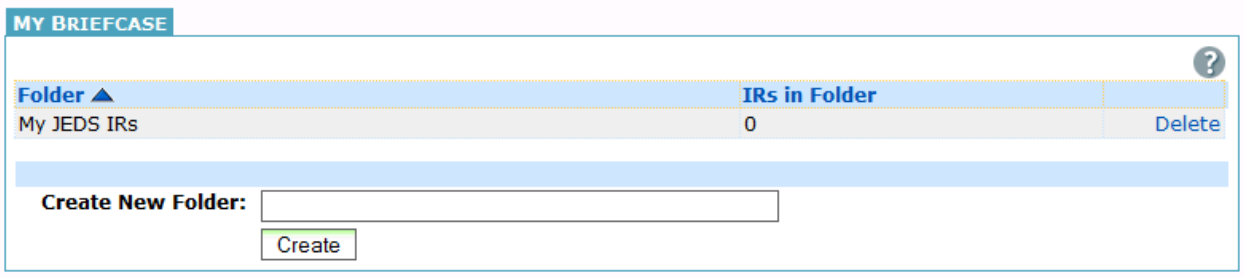


Figure 116. My Briefcase

From the My Briefcase page you may:

- View the contents of a folder by clicking the folder name or the number under IRs in Folder.
- Delete a folder by clicking the **Delete** link. Deleting a folder removes the IRs from the folder and removes the folder from your briefcase. It does not remove the IRs from the Metadata Registry.
- Create a new briefcase folder by entering the name in the **Create New Folder** field and clicking **Create**.

Creating a New Briefcase Folder

To create a new Briefcase folder:

1. Navigate to **My Workspace > Manage My Briefcase**.
2. Enter a unique folder name in the **Create New Folder** field.
3. Click **Create**.

   The new folder is added to the Briefcase.

Adding IRs to a Briefcase Folder

There are several options for adding IRs to a briefcase folder:

- To add IRs to your briefcase from the Search Results page, please see Chapter 5.
- To add IRs to your briefcase from the IR Details page, please see Chapter 5.

Comparing IRs

The Metadata Registry allows you to list the attributes of two information resources so that you can compare them to one another.

Before you can compare IRs, you must add the IRs to the same briefcase folder.

To compare IRs:

1. Navigate to **My Workspace > Manage My Briefcase**.

   The My Briefcase page displays.

2. Click the Briefcase folder name that contains the IRs you'd like to compare.

   The My Briefcase page displays the contents of the selected folder.

3. Check the checkboxes next to the two IRs you'd like to compare.

4. Click the **Compare** button.

   A table displays the attributes of the selected IRs. When the IRs have different attributes, the values are displayed under the appropriate column. If the IRs share a common attribute, the value will span both columns.

COMPARE INFORMATION RESOURCES

Name:	**DDMS Version 2.0**	**GSIP Coordinate Reference Systems Taxonomy**
Namespace:	CES	GSIP
Type:	Submission Package	Taxonomy
Version:	2.0	1.0
Status:	Operational	Developmental
Effective Date:	07/17/2008	07/18/2007
Security Level:	No value was provided.	
Definition:	Department of Defense Discovery Metadata Specification and XML Schema Version 2.0.	A taxonomy of acceptable Coordinate Reference System Identifiers. This taxonomy is controls the allowed CRSs for use within DDMS 1.4.
Comment:	Implements Change Requests 2008-2 through 8. See Configuration Management at http://metadata.dod.mil/mdr/irs/DDMS/.	No value was provided.
Context:	No value was provided.	
Creator:	Joe Pantella	Hugh Bryant
Creation Date:	07/16/2008	07/24/2007
Submitter:	Joe Pantella	
Last Update:	01/26/2009	No value was provided.

Figure 117. Compare Information Resources

Downloading IRs from a Briefcase Folder

To download information resources from a briefcase folder:

1. Navigate to **My Workspace > Manage My Briefcase**.

2. Click the name of the Briefcase folder that contains the IR you want to download from the Briefcase.

   The My Briefcase page displays the contents of the selected folder.

3. Check the checkboxes beside the IRs that you would like to download.
4. Click the **Download** button.

   The Download Briefcase IRs page displays.

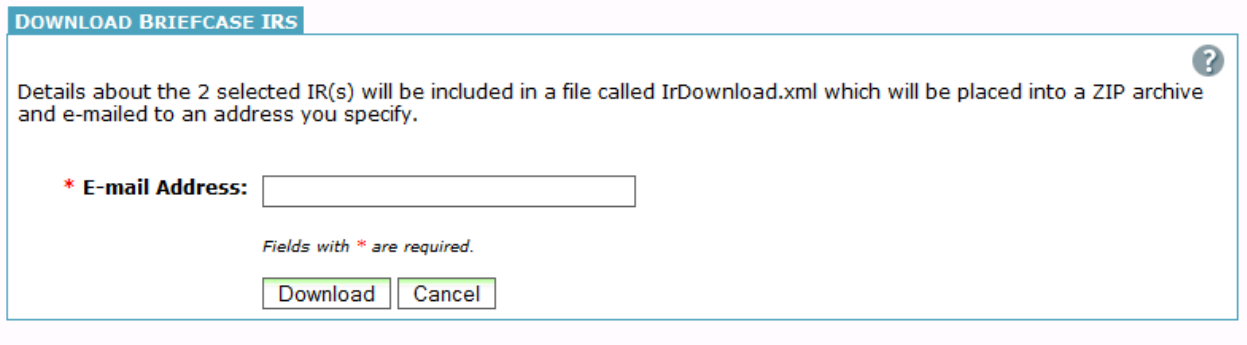


Figure 118. Download Briefcase IRs

5. Enter the e-mail address where you would like to receive details about the IR(s) you selected to be downloaded.
6. Click the **Download** button.

   Details about the IR(s) are e-mailed to the e-mail address you entered in step 5.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Some networks prevent their users from downloading files with a .ZIP extension. If you are having problems downloading .ZIP files, go to My Workspace > Account and uncheck the *Can Download Zip Files* option and all ZIP files that you download will have a .PIZ extension. You will need to manually rename the file to .ZIP after a successful download.

Removing IRs from a Briefcase Folder

To remove information resources from a briefcase folder:

1. Navigate to **My Workspace > Manage My Briefcase**.
2. Click the name of the Briefcase folder that contains the IR you want to remove from the Briefcase.

   The My Briefcase page displays the contents of the selected folder.

3. Check the checkboxes beside the IRs that you would like to remove.
4. Click the **Delete** button.

A confirmation message displays.

5. Click **OK**.

Deleting a Briefcase Folder

To delete a briefcase folder:

1. Navigate to **My Workspace > Manage My Briefcase**.
2. Click the **Delete** link beside the folder that you would like to delete.

   A confirmation message displays.
3. Click **OK**.

Managing Your Certificates

To manage your certificates, click **My Workspace** link in the menu on the left side of the page and click **Manage My Certificates** link. The My Certificate page is displayed.

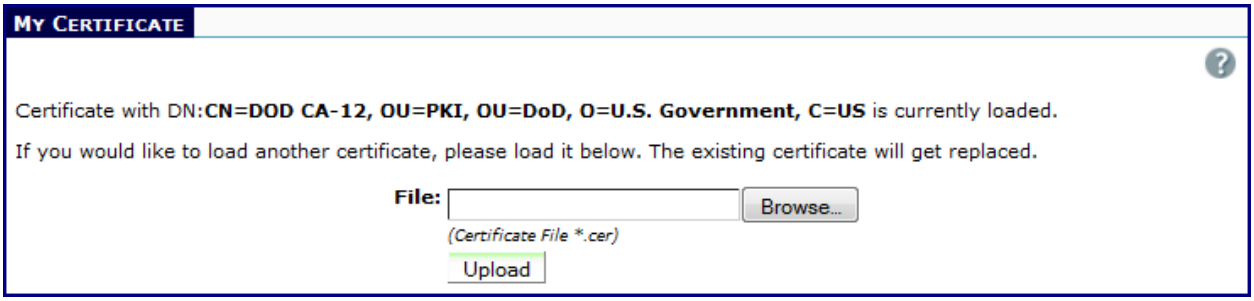


Figure 119. Managing Certificates

If you need to upload new certificate select the certificate by browsing for it and click **Upload**. The new certificate will replace the existing certificate. If you have not uploaded any certificate yet, you can add it from this page. Browse for the certificate and click **Upload**.

Managing Your URLs

Navigate to **My Workspace > Metadata Workspace** and click **User Defined URLs** link. The My URLs page displays any URLs you have created for Information Resources (IRs). Click on an IR name to view its IR Details page. You may also click on the URL to download the resource.

Creating New URLs

To create a new URL for an Information Resource, please see Appendix C. User-Defined URLs.

Deleting URLs

To delete a URL that you have defined for an information resource:

1. Navigate to **My Workspace** > **Metadata Workspace** and click on the **User-Defined URLs** link.

   The My URLs page displays.

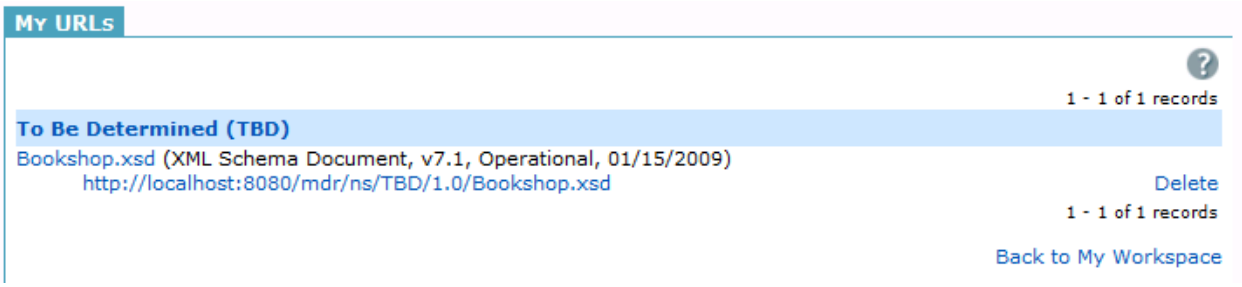


Figure 120. My URLs page

2. Click the **Delete** link beside the URL that you would like to delete from the IR.

   A confirmation message displays.

3. Click **OK**.

Managing Your IR Ratings

The My Ratings page lists all information resources for which you have submitted a rating. From this page you may change the rating that you previously gave an information resource.

Changing a Rating

To change the rating that you gave to an information resource:

1. Navigate to **My Workspace** > **Metadata Workspace** and click on the Ratings link.

   The My Ratings page displays.

2. Click the name of the information resource whose rating you would like to change.

   The IR Details page displays.

3. Scroll down to the User Ratings section of the IR details page.
4. From the **Change Ratings** field, click the star corresponding to the rating that you would like to give the IR. For example, to give the IR a "1 star" rating, click the first, left-most star. To give the IR a "5 star" rating, click the right-most star.
5. If you would like to update your comments associated with the rating, enter your comments in the **Comments** field.
6. Click the **Update** button.

Deleting a Rating

To delete a rating that you gave to an information resource:

1. Navigate to **My Workspace** > **Metadata Workspace** and click on the Ratings link.

   The My Ratings page displays.

2. Click the **Delete** link next to the rating that you would like to delete.

   A confirmation message displays.

3. Click **OK**.

   The rating is deleted.

Managing Your Relationships

The My Relationships page displays all IR relationships that you have asserted. To manage your relationships, click **My Workspace** link in the menu on the left side of the page and click

Asserting Relationships

To assert a relationship, you must do so from the IR Details page. Please see Chapter 5 for details.

Deleting Relationships

To delete a relationship between IRs:

1. Navigate to **My Workspace > Metadata Workspace** and click on the Relationships link.

   The My Relationships page displays.

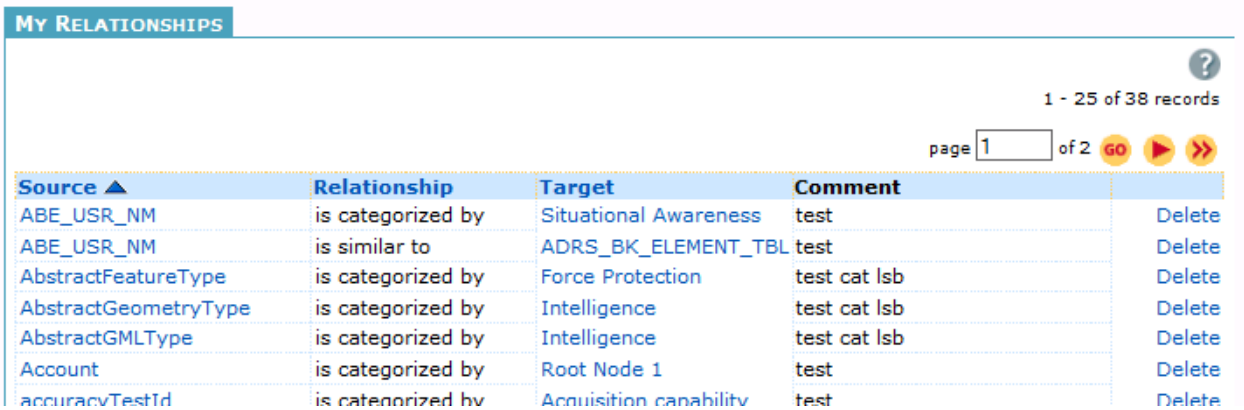


Figure 121. Link to delete relationship

2. Click the **Delete** link beside the relationship that you would like to delete.

   A confirmation message displays.

3. Click **OK**.

   The relationship is deleted.

Managing Associated Systems

The Systems page displays the systems of which you are a member. A *system* is a record of an organization in the Metadata Registry. The system has a point-of-contact and associated users. The system's point of contact and associated users may perform certain tasks on behalf of the system. These tasks include subscribing to IRs on behalf of the system, viewing the list of subscriptions for that system,

and viewing the Subscriptions Report for that system. In addition to these tasks, the system's point of contact may edit the system details, add users to the system, and remove users from the system.

Registering a System

Any registered user of the Metadata Registry whose account has been approved may register a system.

To register a system:

1. Navigate to **My Workspace > Metadata Workspace** and click on the **Systems** link.

   The My Systems page displays.

2. Click the **Register a System** link.

   The System Details page displays.

3. Provide the following information in the form's fields. Information is required for fields marked with an asterisk (*).

Table 18. Fields on the System Details Form

Field Name	Field Value
Name*	The name of the system.
Comments	Notes about the system.
Point of Contact*	The system's point of contact. This individual will be notified when the system user's account has been approved or denied. By default, the point of contact is the user who is registering the system. To specify a different point of contact: 1. Click the **Change POC** button. 2. Use the search form to locate the point of contact. 3. Click the **Select** link next to the point of contact's name.
Submitter	The user who is registering the system.

4. Click **Register**.

The system will not be displayed on the My Systems page until it is approved.

Edit System Details

To edit the system's details you must be designated as the system's point of contact.

Adding Users to the System

To add users to a system you must be designated as the system's point of contact.

Users associated to the system may subscribe to IRs on behalf of the system, view the list of subscriptions for that system, and view the Subscriptions Report for that system.

To add users to the system:

1. Navigate to **My Workspace > Metadata Workspace** and click on the **Systems** link.

   The My Systems page displays.

2. Click the name of the system to which you would like to add users.

   The System Details page displays.

3. Click **Edit Associated Users**.

   The Associated Users for "*SystemName"* System page displays.

4. Click the **Add a User** link displayed in the lower, right corner.

   The User Selection form displays.

5. Use the search form to locate the name of the manager.

6. Click the **Select** link beside the name of the user that you would like to designate as the point of contact.

   The selected name displays on the Associated Users for "*SystemName*" System

7. Repeat steps 4-6 for each user that you would like to add to the system.

8. When you have completed adding users to the system, click the **Back to System Details** link.

9. Click **Update**.

Removing Users from the System

To remove users from a system you must be designated as the system's point of contact.

To remove users from a system:

1. Navigate to **My Workspace > Metadata Workspace** and click on the **Systems** link.

   The My Systems page displays.

2. Click the name of the system from which you would like to remove users.

   The System Details page displays.

3. Click **Edit Associated Users**.

   The Associated Users for "*SystemName"* System page displays.

4. Click the **Remove** link displayed beside the user you would like to remove from the system.

   The user is removed from the system.

Chapter 10. Reports

The Reports page allows you to run reports on metadata activity and assets. Table 19 lists the available reports.

Table 19. Reports

Report	Description
Most Downloaded IRs	Most frequently downloaded information resources within the selected date range.
Most Rated IRs	Information resources with the highest number of ratings.
IR Types with most Similar Relationships	Information resources with the highest number of IsSimilarTo relationships.
Recently Approved IRs	Most recently approved information resources.
Most Subscribed IRs	Information resources with the highest number of subscriptions.
Most Viewed IRs	Most frequently viewed information resources within the specified date range.

To run a report:

1. Select the **Reports** option.

   The Reports page displays.

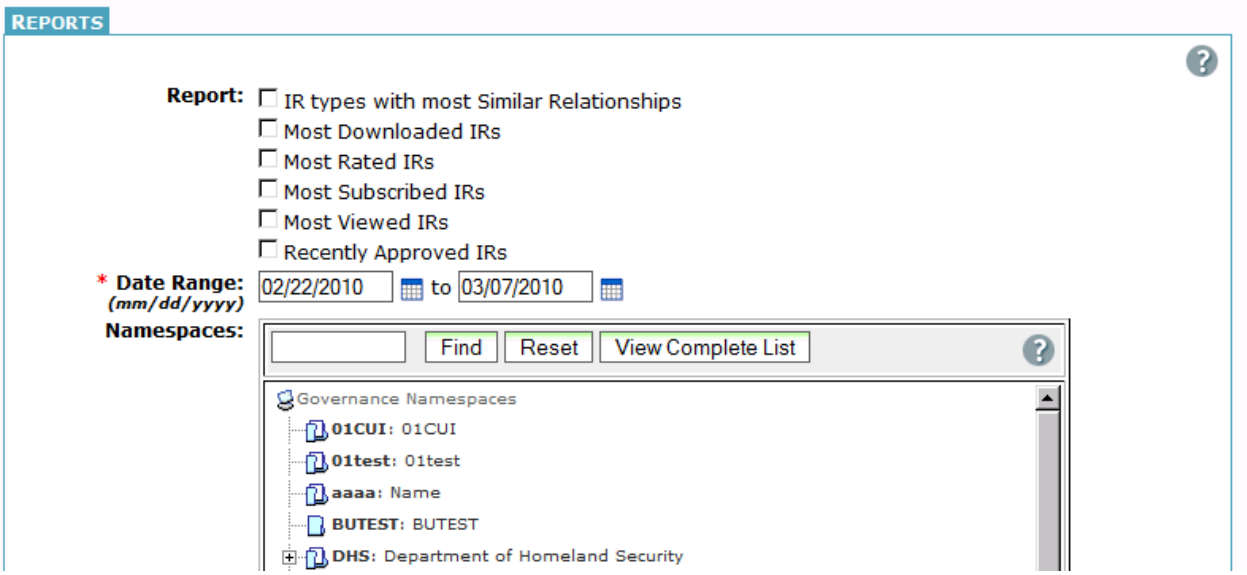


Figure 122. Reports page

2. Select the checkboxes displayed beside the reports that you would like to run.

3. Select the date range you are interested in. Click on the calendar icon to choose your date from a calendar instead of manually typing it. This criterion does not apply to the Most Subscribed IRs report. Please note that no information will be shown for IRs added prior to March 2006.

4. Click the names of the namespaces that you would like to include in the search. You may locate a namespace by entering a part of its name in the field and clicking **Find**.

5. Select the information resources types that you would like to include in the report.

    a. All Types – used to search for any IR type

    b. One or more of the selected types – used to limit the search to the selected IR type(s)

6. Select the value on which the report results should be sorted from the **Sort On** list.

7. Select the number of results that you would like to include in the report from the **# Results** drop-down menu.

8. Click the **Run Reports** button.

    The File Download window displays.

9. Click **Save**.

    The Save As window displays.

10. Navigate to the directory where you would like to save the file.
11. Enter the filename in the **File Name** field.
12. Click **Save**.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Chapter 11. COI Directory

Communities of Interest (COI) is a term used to describe any collaborative group of users who must exchange information in pursuit of their shared goals, interests, missions, or business processes, and who therefore must have shared vocabulary for the information they exchange.

From the **COI Directory** menu, you can add or update COIs, view domains and mission areas, and view COI links.

COI Lists

The **COIs** link lists the communities of interest.

Figure 123. COI list

From the COI List page, you may:

- Click the COI Name to display the COI details.
- Add an Atom news feed.
- Export the list to a comma-separated file or XML file.
- Add a COI.

Viewing COI Details

To view the details for a COI from the COI List page, click the name of the COI.

Exporting the COIs to a CSV File or XML File

To export the list of COIs to a comma-separated file or XML file:

1. From the COI List page, click the **CSV** or **XML** link.
2. The File Download window displays.
3. Click **Save**.

   The Save As window displays.
4. Navigate to the directory where you would like to save the file.
5. Enter the filename in the **File Name** field.
6. Click **Save**.

Adding a COI

To add a COI:

1. Select the **COI Directory > COIs** menu option.
2. From the COI List page, click the **Add a COI** link.

   The COI Details form displays.

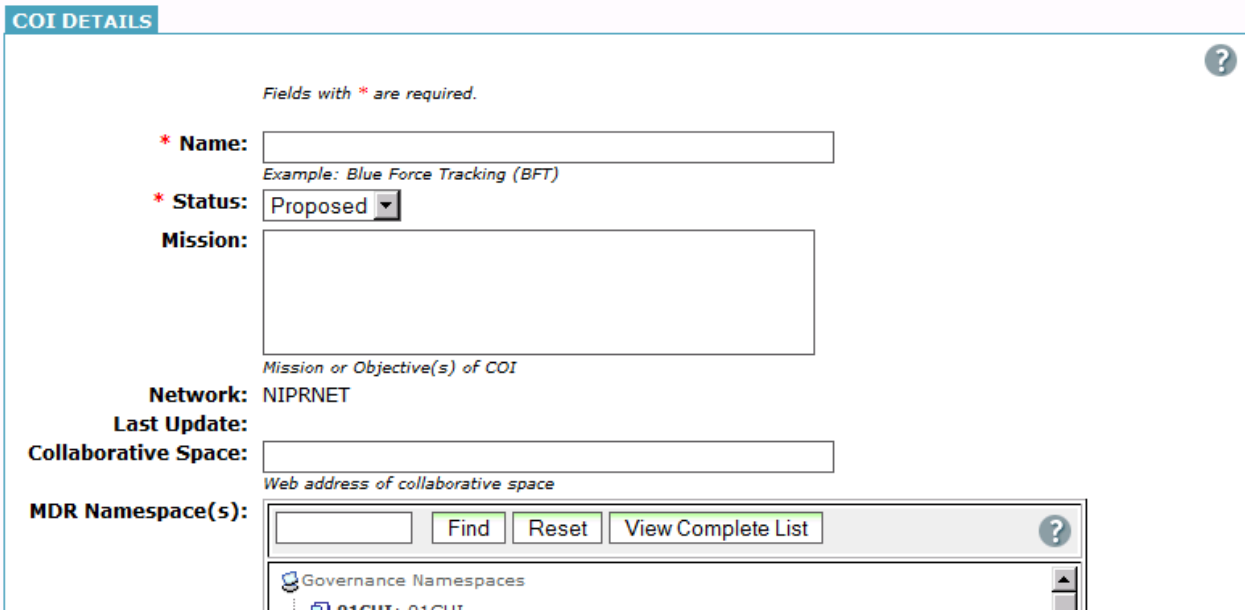


Figure 124. Add COI Details

3. Provide the following information in the COI Details form's fields. Information is required for fields marked with an asterisk (*).

Table 20. Fields on the Add a COI Form

Field Name	Field Value
Name*	The name of the COI, visible to end-users.
Status*	The status of the COI. Select one of the following status values from the drop-down list: *Dormant:* The issues that prevent effective interchange in the community have been resolved, and there is little to work on. *Effective*: The community is able to effect changes (i.e. ORDs and POMs are being affected) *Forming*: There is initial agreement on the COI scope, organization structure (governance), mission and objective. Issues that the COI will resolve are being identified. *Proposed*: Someone realizes that there is a community of people with shared interests, and begins to identify members to form the COI. *Active*: There is active work to develop a COI capability solution to the identified information sharing problem.
Mission	The objective of the COI.
Network	Defaults to the network of the MDR instance.
Collaborative Space	The web address of collaborative space.
MDR Namespace(s)	Namespaces where metadata related to this COI are registered.

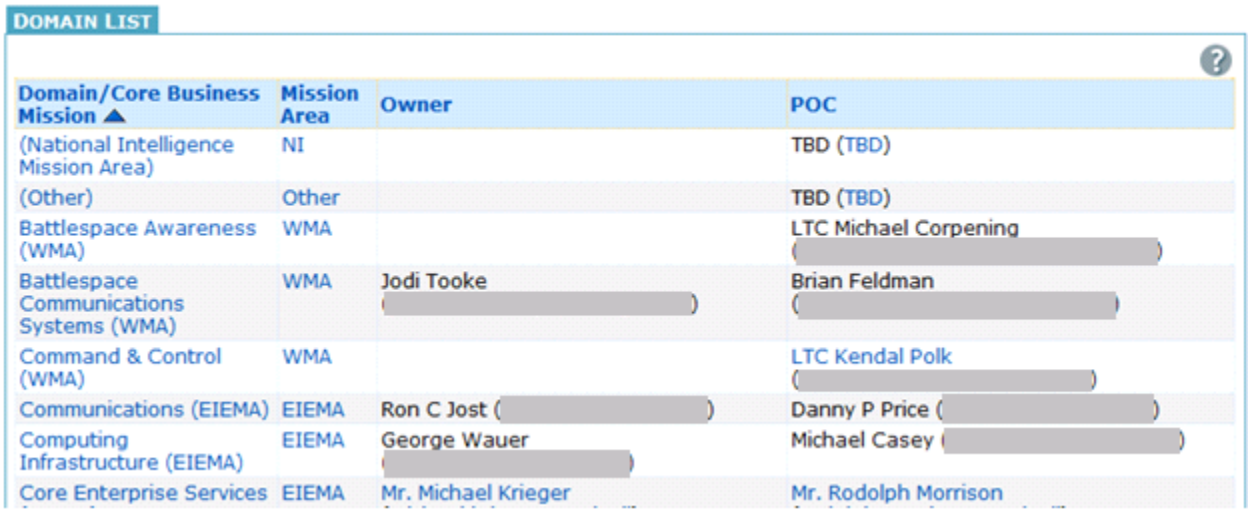
Field Name	Field Value
Parent COI	The parent COI of this COI.
Domain Sponsors	Subsets of mission areas that represent a common collection of related, or highly associated, information capabilities and services.
"Other" Sponsoring Organization	Use this field if the Domain Sponsor is not in the list.
Program(s) of Record	Any program(s) of record you would like to note.
POC *	The point of contact for the COI. To change the POC: 1. Click **Assign**. 2. Search for the user using the User Selection form. 3. Click the **Select** link beside the user.
Chair*	The chairperson for the COI. To change the chairperson: 1. Click **Assign**. 2. Search for the user using the User Selection form. 3. Click the **Select** link beside the user.
Co-Chair	The co-chairperson for the COI. This field is optional. To change the co-chairperson: 1. Click **Assign**. 2. Search for the user using the User Selection form. 3. Click the **Select** link beside the user.
Lead	The lead for the COI. This field is optional. To change the lead: 1. Click **Assign**. 2. Search for the user using the User Selection form. 3. Click the **Select** link beside the user.
2nd POC	The secondary point of contact for the COI. This field is optional. To change the secondary point of contact : 1. Click **Assign**. 2. Search for the user using the User Selection form. 3. Click the **Select** link beside the user.

4. Click **Add**.

The COI lead, chairperson, co-chairperson, point of contact, and secondary point of contact may update the COI in which they have a role via the COI Admin menu option. If you hold this role for the COI that you have just added, you will need to log out and log back into the Metadata Registry to see the COI Admin menu option. For additional information, please see the Metadata Registry Administrator's manual.

Domains

Domains are defined as subsets of mission areas and represent a common collection of related, or highly associated, information capabilities and services. The **Domains** link displays the domains of the COIs.


DOMAIN LIST

Domain/Core Business Mission ▲	Mission Area	Owner	POC
(National Intelligence Mission Area)	NI		TBD (TBD)
(Other)	Other		TBD (TBD)
Battlespace Awareness (WMA)	WMA		LTC Michael Corpening ( )
Battlespace Communications Systems (WMA)	WMA	Jodi Tooke ( )	Brian Feldman ( )
Command & Control (WMA)	WMA		LTC Kendal Polk ( )
Communications (EIEMA)	EIEMA	Ron C Jost ( )	Danny P Price ( )
Computing Infrastructure (EIEMA)	EIEMA	George Wauer ( )	Michael Casey ( )
Core Enterprise Services	EIEMA	Mr. Michael Krieger	Mr. Rodolph Morrison

Figure 125. Domain List

From the Domain List page, you may:

- Click the Domain to display the domain details.
- Click the mission area name to display the mission area details.
- Click the owner or POC name to display the user details.
- Click the owner or POC e-mail address to launch the e-mail application so that you may send an e-mail.
- Export the list to a comma-separated file or XML file.
- Subscribe to an Atom feed.

Mission Areas

Mission Areas are a defined area of responsibility whose functions and processes contribute to accomplishment of the mission. The **Mission Areas** link displays the COI mission areas.

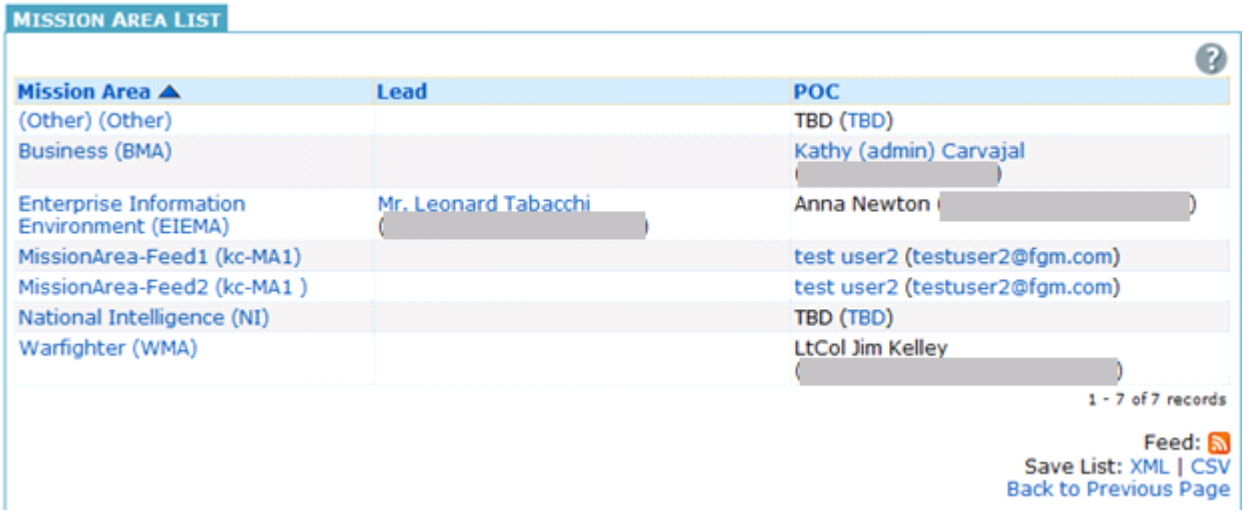


Figure 126. Mission Area List

From the Mission Area List page, you may:

- Click the mission area to display the mission area details.
- Click the lead or POC e-mail to launch the e-mail application so that you may send an e-mail.
- Export the list to a comma-separated file or XML file.
- Subscribe to an Atom feed.

Chapter 12. Metadata Working Group

Metadata Working Group Briefs

You can access the Metadata Working Group information by clicking on the **Working Group** link on the sidebar menu. The Metadata Working Group Briefs page displays the Metadata Working Group information at the top of the page and a listing of briefs after that. Instructions for subscribing to the Metadata Working Group listserv are also found here.

Figure 127. Metadata Working Group Briefs

Appendix A. Creating Submission Packages

Information Resources

"Information Resource" (IR) is the generic term used for each object in the Metadata Registry. Each Element, Attribute, Document, etc. that is registered in the Metadata Registry is an Information Resource.

The current version of the Registry supports the types of resources described below in Table 21. You can submit your Information Resources to the Registry by going to Publish -> Submission Wizard and uploading your documents into a Submission Package. See the "Creating Submission Packages" section of this appendix for more information.

Table 21. Information Resource Types

Information Resource Type	Description
Submission Package	A logical collection of elements, attributes, and documents that are submitted to the Registry.
XML Element	An XML element, either complex or a terminal node (A container element or data element).
XML Attribute	An XML attribute that may be associated with 1 or more XML elements.
Simple Type	A data type that is used within a Schema document to describe XML elements or attributes.
Complex Type	A data type that is used within a Schema document to describe XML elements or attributes that are collections of other elements and attributes.
XML Group	A *group* is used to represent a part of a content model that appears in many different kinds of complex types.
Access Control Policy	A XACML-based XML file which defines rules for access control.
Amplifying Document	A Word, PDF, ASCII text (.doc, .pdf, .txt), or any other type of supporting document that may be associated with one or more Information Resources.

Information Resource Type	Description
Domain Value Document	A document containing the valid domain values for an XML Element or XML Attribute. This document is also a XML file adhering to the registry_domain_values.xsd.
Schema Document	A schema document such as an XSD that describes the structure of a document. The following types are currently supported: XSD, DTD, RDF, SOX, XDR, DCD, DML, BIZ, and OSC.
Sample XML Document	An XML file that conforms to a Schema Document (See above) described in this Submission Package.
Sample Source Code	One or more files (possibly a Zip file) that shows how to parse or use the Sample XML Documents.
XSL Stylesheet	An XSL stylesheet that specifies the presentation of a class of XML documents by describing how an instance of the class is transformed into an XML document that uses the formatting vocabulary.
WSDL	A Web Services Description Language (WSDL) file describing Web services and how to access them.
Schematron Files	A rule-based validation language that can be expressed as boolean XPath expressions in an XML file (with extension .sch)

Relationships Within the Registry

The Registry manages the concept of relationships that may exist between Information Resources within the Registry. Table 22 describes the types of relationships that are implicitly created in a Submission Package via the Registry Manifest file.

Table 22. Relationships Defined in a Manifest

Information Resource Type	Registry Manifest Document Relationship	Related Information Resource	Cardinality	Applicability
XML Element	DescribedBy	Document	0,1, or many	A container or terminal node XML Element with documents that describe the element.
XML Element	IsConstrainedByDomain	Domain Document	0 or 1	A terminal node XML Element with a defined list of domain values.
XML Attribute	DescribedBy	Document	0,1, or many	An XML Attribute with documents that describe the element.
XML Attribute	IsConstrainedByDomain	Domain Document	0 or 1	An XML Attribute with a defined list of domain values.
Schema Document	IsXMLSpecFor	XML Element	1 or many	A schema document that uses the specified XML Elements.
Schema Document	HasXSLT	XSL Stylesheet	0 or 1	A schema document can be used to validate XML instance documents transformed by the given

Information Resource Type	Registry Manifest Document Relationship	Related Information Resource	Cardinality	Applicability
				XSL Stylesheet.
XSL Stylesheet	TransformsToXmlSchema	Schema Document	1 or many	A XSL Stylesheet produces output that validates to the given Schema Document.
Any Information Resource	IsNewerVersionOf	Any Information Resource (same type as the first IR)	0 or 1	An IR has been declared based on an existing IR.

Table 23 describes the types of relationships that can be asserted from the IR Details page of the source IR. Future versions of the Registry will provide support for additional relationships.

Table 23. Relationships Asserted from the IR Details Page

Information Resource Type	Relationship	Related Information Resource	Cardinality	Applicability
XSL Stylesheet	TransformsToXmlSchema	Schema Document	1 or many	A XSL Stylesheet produces output that validates to the given Schema Document.
XSL Stylesheet	TransformsFromXmlSchema	Schema Document	1 or many	A XSL Stylesheet produces output that validates from the given Schema Document.
Any Information Resource	IsSimilarTo	Any Information Resource	0 or 1	An IR has been declared to be similar to an existing IR and the pair is a likely candidate for convergence.
Any Information Resource	IsCategorizedBy	Taxonomy Node	0 or 1	An IR can be categorized by the given taxonomy node. You can also create these relationships by asserting that a Node "categorizes" one to many existing IRs.
Any Information Resource	IsExampleOf	Any Information Resource	0 or 1	This relationship can be used to upload sample data which is based upon the data from another package or schema.

Table 24 describes older relationships which are no longer created in version 7.0, but which may still appear on older Information Resources.

Table 24. Older Relationships

Information Resource Type	Registry Manifest Document Relationship	Related Information Resource	Cardinality	Applicability
XML Element	Contains	XML Element	0, 1, or many	A container data element.
XML Element	IsDerivedFrom	Simple Type (Default)	0 or 1	An element is the child of a simple type. (Default)
XML Element	IsDerivedFrom	Complex Type (IrType field must be used)	0 or 1	An element is the child of a complex type. (IrType field must be used)
XML Element	IsQualifiedByAttribute	XML Attribute	0,1, or many	A container or terminal node XML Element with attributes.
XML Attribute	IsDerivedFrom	Simple Type (Default)	0 or 1	An attribute is the child of a simple type. (Default)
XML Attribute	IsDerivedFrom	Complex Type (IrType field must be used)	0 or 1	An attribute is the child of a complex type. (IrType field must be used)
Complex Type	ComplexTypeContains	XML Element	1 or many	A complex type entity that contains the given XML element.
Complex Type	IsQualifiedByAttribute	XML Attribute	1 or many	A complex type entity that contains or is qualified by the given XML attribute.
Complex Type	ComplexTypeExtends	Complex Type (Default)	0 or 1	A complex type entity that extends the given complex type as a derived type. (Default)
Complex Type	ComplexTypeExtends	Simple Type (IrType field must be used)	0 or 1	A complex type entity that extends the given simple type as a derived type. (IrType field must be used)
Complex Type	ComplexTypeRestricts	Complex Type	0 or 1	A complex type entity that restricts the given complex type as a derived type.

Creating Submission Packages

Creating a package for the Metadata Registry involves three key steps:

1. Determine what schemas and files your package will contain.
2. Upload the files by selecting the **Publish > Submission Wizard** menu option.
3. Validate and submit the package to the Registry via the Submission Wizard or the **Publish > Submit Metadata**.

About Manifest Files

Each package submitted to the Registry contains a Manifest.xml file. The Manifest.xml file defines the IRs and the relationships that the package is trying to register. The Manifest file conforms to the registry.xsd schema. In general, you will not need to read or edit the Manifest file directly -- the Package Tool generates this file based on the schemas and other files that you upload. However, there are rare cases where a power user can manually include details in the Manifest.

The format of the Manifest file includes the following tags and information.

```
<RegistrySubmission>
   <Submitter>
     <!-- Information about the person submitting the package -->
   </Submitter>
   <Package>
     <!-- Information about the package including its abc -->
   </Package>
   <Transactions>
     <!-- Information Resources to be submitted will be entered between the
     Transactions tags      -->
     <AddTransaction>
       <!-- Information about each IR to be included in the package should
       be enclosed between AddTransaction tags -->
     </AddTransaction>
   </Transactions>
</RegistrySubmission>
```

Each Manifest file begins with information about the person submitting the package.

```
<Submitter>
   <Salutation>Mr.</Salutation>
   <FirstName>John</FirstName>
   <LastName>Doe</LastName>
   <CommercialPhone>7031234567</CommercialPhone>
   <EmailAddress>jdoe@fgm.com</EmailAddress>
   <OrganizationName>FGM Inc.</OrganizationName>
</Submitter>
```

Information about the package is in between <Package> tags. For example,

```
<Package>
   <EffectiveDate>11/19/2003</EffectiveDate>
   <SecurityClassification>Unclassified</SecurityClassification>
   <Definition>Test Ice Cream Shop</Definition>
   <Comment>Ice cream shop information</Comment>
   <Namespace>CDG</Namespace>
   <InformationResourceName>Ice_Cream_Shop_Test_Package</InformationResour
   ceName>
   <InformationResourceVersion>1.5</InformationResourceVersion>
</Package>
```

Information about each IR in the package is enclosed within <AddTransaction> tags.

```
<Transactions>
```

```
    <AddTransaction>
      <EffectiveDate>11/19/2003</EffectiveDate>
      <SecurityClassification>Unclassified</SecurityClassification>
      <Definition>Ice cream flavor constraint</Definition>
      <Namespace>CDG</Namespace>
      <InformationResourceName>IceCreamFlavorConstraint</InformationResource
      Name>
      <InformationResourceVersion>1.5</InformationResourceVersion>
      <InformationResourceTypeDomainDocument>
      <InformationResourceLocation>con_flavor.xml</InformationResourceLocati
      on>
      </InformationResourceTypeDomainDocument>
    </AddTransaction>
</Transactions>
```

When updating an existing IR with a newer version, the AddTransaction block includes an <IsNewerVersionOf> tag in the Manifest.xml as shown in the example below.

```
<Transactions>
   <AddTransaction>
     <EffectiveDate>04/22/2006</EffectiveDate>
       <SecurityClassification>Unclassified</SecurityClassification>
       <Definition>Ice cream flavor constraint</Definition>
       <Namespace>CDG</Namespace>
       <InformationResourceName>IceCreamFlavorConstraint</InformationResour
       ceName>
       <InformationResourceVersion>2.0</InformationResourceVersion>
       <InformationResourceTypeDomainDocument>
          <InformationResourceLocation>con_flavor.xml</InformationResourceL
          ocation>
          <Relationships>
             <IsNewerVersionOf>
                <Namespace>CDG</Namespace>
                <InformationResourceName>IceCreamFlavorConstraint</Informat
                ionResourceName>
                <InformationResourceVersion>1.5</InformationResourceVersion
                >
             </IsNewerVersionOf>
       </Relationships>
     </InformationResourceTypeDomainDocument>
   </AddTransaction>
</Transactions>
```

Information Resource URLs

There are two types of URLs that may be used to access IRs via a Web browser: 1) system-defined URLs, and 2) user-defined URLs. System-defined URLs are automatically generated by the Metadata Registry for XML Schema and Taxonomy OWL files. User-defined URLs may be defined by the Package/Taxonomy creator, the Namespace Manager/Administrator, or an MDR Administrator. The user-defined URL feature is only applicable to types that have associated files which can be viewed or downloaded (e.g. XML Schema Documents, WSDL Files, Amplifying Documents, XML Packages, and Taxonomy OWL Files).

To add a user-defined URL to IRs in a package you are submitting, go to Add -> Package Tool. After uploading the files which will be in the package, you will have the option to create URLs.

To add a user-defined URL to an existing IR, go to that Information Resource's Details page and locate the Defined URLs section. Enter the new URL in the Relative URL field and click the Add button.

For more information about user-defined URLs, please see Appendix C. User-Defined URLs.

Registry Validation Rules

Validation rules are in place to protect the contents of the Metadata Registry. When creating a package for the Registry, it is important to keep the following rules in mind.

1. All IRs in the Metadata Registry must have a unique combination of name, namespace, IR type, and version. Please note that IR names are not case-sensitive.

2. All referenced IRs must exist in the Metadata Registry or within the submission package being processed.

3. The submitter must be a registered user of the Metadata Registry.

4. The Metadata Registry uses strings of 15 characters or less to represent version numbers. The Registry is unaware of version hierarchy. For example, it does not know that 1.0.1 is a later version than 1.0.0.

5. When adding a newer version of an existing IR the AddTransaction block must contain the IsNewerVersionOf relationship as a part of the AddTransaction block.

Appendix B. Creating Taxonomy Packages

Taxonomy files are XML-based files that describe one or more terms and their relationships to other terms. Because a taxonomy tends to form a graph, items defined in taxonomies are sometimes referred to as Nodes. Taxonomies stored in the Metadata Registry use the OWL (Web Ontology Language) Lite specification for document validation.

The key components of a taxonomy file are:

- Universal Resource Identifier (URI)
- DDMS Metacard
- Classes
- Relationships

A sample taxonomy can be seen below which defines two nodes and a subclass relationship between them. This sample will be referenced throughout this Help document.

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
  xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
  xmlns:ddms="http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
  xmlns:mdr="http://metadata.dod.mil/mdr/"
  xmlns:owl="http://www.w3.org/2002/07/owl#"
  xml:base="http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl">
  <owl:Ontology
rdf:about="http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl">
```

```
    <rdfs:comment rdf:parseType="Literal">
      <ddms:Resource
        xsi:schemaLocation="http://metadata.dod.mil/mdr/ns/DDMS/1.4/
http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
        xmlns:ddms="http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
        xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
        xmlns:ICISM="urn:us:gov:ic:ism:v2">
        <ddms:identifier ddms:qualifier="URL"
ddms:value="http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl"/>
        <ddms:identifier
ddms:qualifier="http://metadata.dod.mil/mdr/ns/MDR/1.0/MDR.owl#GovernanceName
space" ddms:value="TBD"/>
        <ddms:identifier ddms:qualifier="Version" ddms:value="1.0"/>
        <ddms:title ICISM:ownerProducer="USA" ICISM:classification="U">Sample
Taxonomy</ddms:title>
        <ddms:description ICISM:ownerProducer="USA" ICISM:classification="U">
          This is a sample taxonomy created for the Help page.
        </ddms:description>
        <ddms:dates ddms:posted="2007-11-24"/>
        <ddms:creator ICISM:ownerProducer="USA" ICISM:classification="U">
          <ddms:Person>
            <ddms:name>Sample</ddms:name>
            <ddms:surname>Developer</ddms:surname>
            <ddms:affiliation>FGM, Inc.</ddms:affiliation>
            <ddms:phone>703-885-1000</ddms:phone>
            <ddms:email>sampleDeveloper@fgm.com</ddms:email>
          </ddms:Person>
        </ddms:creator>
        <ddms:security ICISM:ownerProducer="USA" ICISM:classification="U"/>
        <!-- Other DDMS elements may appear here. -->
      </ddms:Resource>
    </rdfs:comment>
  </owl:Ontology>
  <owl:Class rdf:ID="organization" rdfs:label="Organization">
    <rdfs:comment>A generic organization.</rdfs:comment>
  </owl:Class>
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf rdf:resource="#organization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
</rdf:RDF>
```

Universal Resource Identifier (URI)

All taxonomies and taxonomy classes are referenced by a unique URI string. This URI string can be used to reference nodes from other taxonomies -- this is discussed later in the Relationships section. For taxonomies, the URI is specified in the required xml:base attribute of the root rdf:RDF element.

```
<?xml version="1.0" encoding="UTF-8"?>
<rdf:RDF
  xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"
  xmlns:owl="http://www.w3.org/2002/07/owl#"
  xmlns:ddms="http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
```

```
  xmlns:mdr="http://metadata.dod.mil/mdr/"
  xml:base="http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl">
  <!-- Body of taxonomy appears here. -->
</rdf:RDF>
```

There are no restrictions on the format of the xml:base attribute, but it is recommended that it match the URL defined in the DDMS metacard. Details about the URL can be found in the DDMS Metacard section.

The URI of a node is generated by "#"-concatenating the value of the xml:base attribute of the enclosing taxonomy with the rdf:ID value of the node. For example, the owl:Class with the rdf:ID of "politicalOrganization" in our Sample Taxonomy would implicitly have a URI of "http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl#politicalOrganization".

DDMS Metacard

Information about the taxonomy can be provided in a DDMS Metacard. The Metadata Registry currently supports versions 1.3 and 1.4 of the DDMS specification and XML format. When the taxonomy is submitted, the DDMS metacard as a whole is not validated, but certain elements must exist:

Table 25. Required DDMS Values

DDMS Element	Description
ddms:identifier with the ddms:qualifier "URL"	The downloadable URL of the taxonomy. This is where the taxonomy will exist after submission to the Metadata Registry. The URL *must* begin with *"http://cypher.fgm.com/mdr/ns/"*. A best practices approach to the remainder of the URL would be to include the namespace abbreviation, version number, and filename of the taxonomy. It is also recommended that the xml:base attribute be set to the same value as the URL, but this is not required.
ddms:identifier with the ddms:qualifier "http://metadata.dod.mil/mdr/ns/MDR/1.0/MDR.owl#GovernanceNamespace"	The abbreviation of the MDR Namespace where this taxonomy will be stored. The namespace must already exist in the Registry. If a namespace is in a hierarchy, specify the namespace using a "."-formatted notation, e.g. TopLevelNamespace.LowerLevelNamespace.
ddms:identifier with the ddms:qualifier "Version"	The version number of the taxonomy file. Because this is a text string, this may be formatted in a domain-specific manner.
ddms:title element	The name of the taxonomy.
ddms:description element	A description of the taxonomy.
ddms:dates element with the attribute ddms:posted	The taxonomy's Effective Date in YYYY-MM-DD format.
ddms:creator element containing at least one ddms:Person element	Although a taxonomy may have several

	creators, at least one should be a Person element with an e-mail address that maps to a valid MDR account.
ddms:security element with the attribute ICISM:classification and ICISM:ownerProducer	This attribute should be set to "U" for Unclassified. The ownerProducer should be set to "USA".

Below is a sample ddms:Resource node with the required values for our Sample Taxonomy in italics.

```
<ddms:Resource
        xsi:schemaLocation="http://metadata.dod.mil/mdr/ns/DDMS/1.4/
http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
        xmlns:ddms="http://metadata.dod.mil/mdr/ns/DDMS/1.4/"
        xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
        xmlns:ICISM="urn:us:gov:ic:ism:v2">
        <ddms:identifier ddms:qualifier="URL"
ddms:value="http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl"/>
        <ddms:identifier
ddms:qualifier="http://metadata.dod.mil/mdr/ns/MDR/1.0/MDR.owl#GovernanceName
space" ddms:value="TBD"/>
        <ddms:identifier ddms:qualifier="Version" ddms:value="1.0"/>
        <ddms:title ICISM:ownerProducer="USA" ICISM:classification="U">Sample
Taxonomy</ddms:title>
        <ddms:description ICISM:ownerProducer="USA" ICISM:classification="U">
          This is a sample taxonomy created for the Help page.
        </ddms:description>
        <ddms:dates ddms:posted="2007-11-24"/>
        <ddms:creator ICISM:ownerProducer="USA" ICISM:classification="U">
          <ddms:Person>
            <ddms:name>Sample</ddms:name>
            <ddms:surname>Developer</ddms:surname>
            <ddms:affiliation>FGM, Inc.</ddms:affiliation>
            <ddms:phone>703-885-1000</ddms:phone>
            <ddms:email>sampleDeveloper@fgm.com</ddms:email>
          </ddms:Person>
        </ddms:creator>
        <ddms:security ICISM:ownerProducer="USA" ICISM:classification="U"/>
        <!-- Other DDMS elements may appear here. -->
      </ddms:Resource>
```

For details about how this information is mapped into the Metadata Registry, please see the following table.

Table 26. Mapping of a Taxonomy Information Resource

Metadata Registry Field	Taxonomy Element/Attribute
Name	ddms:title element
Definition	ddms:description element
Comment	*this field is unused*
Version	ddms:identifier with version qualifier
Namespace	ddms:identifier with namespace qualifier
Status	*All IRs are initially set to "Developmental"*

Type	*All Taxonomies have type "Taxonomy"*
OwnerProducer	ddms:security with ICISM:ownerProducer attribute
Security Classification	ddms:security with ICISM:classification attribute
Security Marking	ddms:security with ICISM:nonICmarkings attribute
Context	URI defined in the xml:base attribute
Creator	ddms:Person element nested in a ddms:creator element
Submitter	The logged in MDR User who submits the taxonomy
Effective Date	ddms:dates element with ddms:posted attribute

Classes

Each taxonomy must contain at least one node. Each node is defined with an owl:Class element, and might include the following attributes or nested elements:

Table 27. owl: Class Elements and Attributes

Element/Attribute	Description
rdf:ID	The unique identifier for the class. An owl:Class may have an rdf:ID or an rdf:about attribute, but not both.
rdfs:label	A description of the class.
rdfs:comment	An optional nested comment element can appear inside an owl:Class.
rdf:about	Classes with the rdf:about attribute are ignored in the current version of MDR. They may be supported in the future. An owl:Class may have an rdf:ID or an rdf:about attribute, but not both.

The following example illustrates a simple class definition for the Organization node.

```
<owl:Class rdf:ID="organization" rdfs:label="Organization">
  <rdfs:comment>A generic organization.</rdfs:comment>
</owl:Class>
```

For details about how this information is mapped into the Metadata Registry, please see Table 28.

Table 28. Mapping of a Node Information Resource

Metadata Registry Field	owl:Class Element/Attribute
Name	rdfs:label
Definition	rdfs:comment
Comment	*this field is unused*
Version	*Nodes share the Version of the enclosing taxonomy*
Namespace	*Nodes share the Namespace of the enclosing taxonomy*
Status	*Nodes share the Status of the enclosing taxonomy*
Type	*All Nodes have type "Node"*
OwnerProducer	*Nodes share the OwnerProducer of the enclosing taxonomy*

Security Classification	*Nodes share the Security Classification of the enclosing taxonomy*
Security Marking	*Nodes share the Security Marking of the enclosing taxonomy*
Context	URI defined as the xml:base attribute concatenated with the rdf:ID, such as "*http://metadata.dod.mil/mdr/ns/TBD/1.0/SampleTaxonomy.owl#organization*"
Creator	*Nodes share the Creator of the enclosing taxonomy*
Submitter	*Nodes share the Submitter of the enclosing taxonomy*
Effective Date	*Nodes share the Effective Date of the enclosing taxonomy*

Relationships

Relationships can be asserted between Nodes within a taxonomy as well as Nodes that already exist in the Metadata Registry. The following constructs will be converted into MDR Relationships (which will appear on the IR Details page for both the source and target Nodes in the relationship).

Table 29. MDR – Understood Association Types

Qualified Name	Details
rdfs:subClassOf	The owl:Class containing this construct *is a sub class of* the owl:Class referenced in the rdf:resource attribute.
mdr:parentOf	The owl:Class containing this construct *is a parent of* the owl:Class referenced in the rdf:resource attribute. This is a placeholder intended to be a symmetric opposite of *rdfs:subClassOf*, such that if **a** is a sub class of **b**, then **b** is a parent of **a**. This logic will be added in a future version of the Metadata Registry.
owl:equivalentClass	The owl:Class containing this construct *is equivalent to* the owl:Class referenced in the rdf:resource attribute.

If the subordinate of the relationships exists in the same taxonomy, it can be referenced by using a hash "#" symbol and the rdf:ID of the node:

```
  <owl:Class rdf:ID="organization" rdfs:label="Organization">
    <rdfs:comment>A generic organization.</rdfs:comment>
  </owl:Class>
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf rdf:resource="#organization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
```

If the subordinate exists in another taxonomy (and that taxonomy is stored in the Metadata Registry), it will need to be referenced by a full URI. This value can be located by visiting the IR Details page for the Node and looking in the "IR Context" field.

```
  <owl:Class rdf:ID="politicalOrganization" rdfs:label="Political
Organization">
    <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/0.7/OriginalTaxonomy.owl#org
anization" />
    <rdfs:comment>A political organization.</rdfs:comment>
  </owl:Class>
```

Submitting Multiple Taxonomies

Occasionally, domain requirements mandate the division of a taxonomy into multiple taxonomy files. Because the owl:imports tag is not yet supported, the taxonomy files must be organized and submitted in order of dependence. For example, if File A refers to a class which is defined in File B, then File B must be submitted to the Registry before File A.

In certain situations, the order of dependence cannot be clearly determined. For example, consider the following taxonomy files that depend on one another. The FileA taxonomy defines two classes, Horse and Vehicle. The Horse class is a subclass of the Animal class defined in the FileB taxonomy. The FileB taxonomy defines the Animal and Bicycle classes. However, the Bicycle class is a subclass of the Vehicle Class defined in the FileA taxonomy. For the sake of the example, only the relevant portions of the taxonomy files are shown.

FileA

```
    <owl:Class rdf:ID="Horse" rdfs:label="Horse">
      <!-- Will not work until Animal is in the database. -->
      <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileB.owl#Animal" />
    </owl:Class>
    <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
```

File B

```
    <owl:Class rdf:ID="Animal" rdfs:label="Animal" />
     <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
      <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
```

There are currently two solutions for submitted inter-related taxonomy files:

- Rearrange the classes in the file

  In certain situations the dependencies can be resolved by moving the class definitions needed by the class relationships to the first file submitted to the Registry. Using our example from above, the Vehicle and Animal classes are both defined in File A so that when FileB is submitted, the relationships to Vehicle and Animal can be created without problem.

  File A

  ```
    <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
    <owl:Class rdf:ID="Animal" rdfs:label="Animal" />
  ```

  File B

  ```
    <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
  ```

```
      <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
    <owl:Class rdf:ID="Horse" rdfs:label="Horse">
      <!-- Will not work until Animal is in the database. -->
      <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Animal" />
    </owl:Class>
```

- Reverse the relationships

  Another option for resolving dependencies between classes submitted by separate taxonomy files is to reverse the class relationships. For example, instead of "Horse is a subclass of Animal", we would use the reverse, "Animal is a parent of Horse." The symmetric nature of this property is not currently enforced, but using the mdr:parentOf relationship will allow end users to see this implied until a better solution can be devised in a future version of the Metadata Registry.

  FileA

```
    <owl:Class rdf:ID="Horse" rdfs:label="Horse" />
    <owl:Class rdf:ID="Vehicle" rdfs:label="Vehicle" />
```

  FileB

```
    <owl:Class rdf:ID="Animal" rdfs:label="Animal">
      <!-- We reversed the relationship that was in Horse -->
        <mdr:parentOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Horse" />
    </owl:Class>
    <owl:Class rdf:ID="Bicycle" rdfs:label="Bicycle">
      <!-- Will not work until Vehicle is in the database. -->
        <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TBD/1.0/FileA.owl#Vehicle" />
    </owl:Class>
```

DoD Core Taxonomy

The DoD Core Taxonomy is found on the MDR at the following location:
http://metadata.dod.mil/mdr/ns/TaxFG/0.75c/Core_Tax_0.75c.owl#

The relationship - rdfs:subClassOf - is used to render the taxonomy tree. It is important to provide linkages to items in the DoD Core Taxonomy. You should also include a comment tag. The following is an example of how to link to an item within the DoD Core Taxonomy:

```
  <owl:Class rdf:ID="My_Account" rdfs:label="My Account">
    <rdfs:subClassOf
rdf:resource="http://metadata.dod.mil/mdr/ns/TaxFG/0.75c/Core_Tax_0.75c.owl#A
ccount" />
    <rdfs:comment>This is a node that depends on Account in the DoD Core
Taxonomy.</rdfs:comment>
  </owl:Class>
```

A taxonomy tree will be generated on the IR details page.

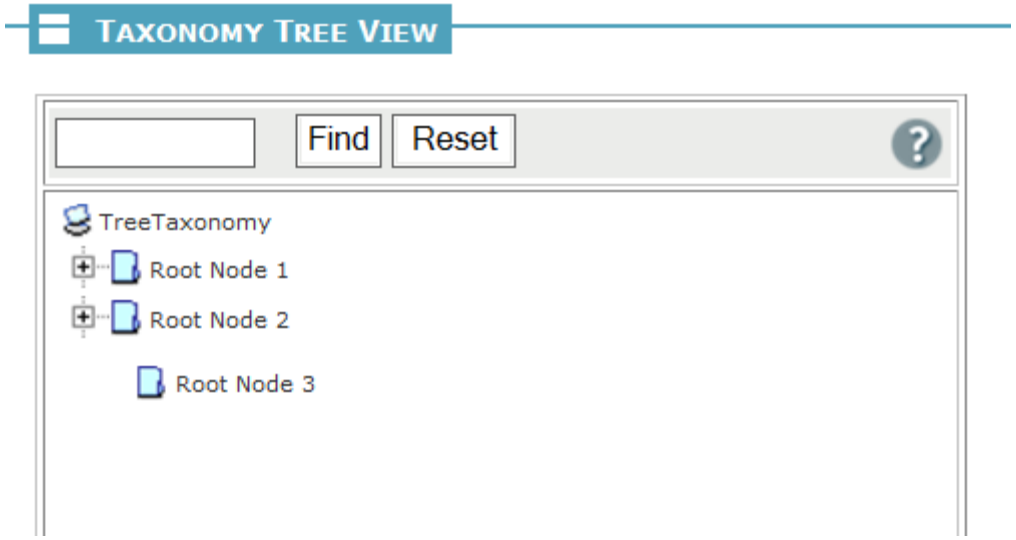


Figure 128. Taxonomy Tree

Appendix C. User-Defined URLs

User-defined URLs may be created to access file-based information resources such as Schemas and WSDLs. User-defined URLs allow open access to these files using the specified URL without having to log into the Metadata Registry. CUI-marked IRs are not eligible for URLs. The Metadata Registry automatically generates system-defined URLs for schema and taxonomy files. User-defined URLs are URLs that have been defined by the package submitter, namespace administrator, or registry operator. To clarify, the following users are allowed to add URLs:

1. The Creator of the IR
2. Namespace Administrators/Managers/POCs for the IR's Namespace
3. MDR Administrators

A recommended approach to forming a URL would be to include both the URL Identifier of the namespace containing the resource and the version number of the resource.

Before you attempt to create a user-defined URL, you should review two attributes of the namespace on the Namespace Details page:

1. The value of the URLs Enabled flag.
2. The URL Identifier.

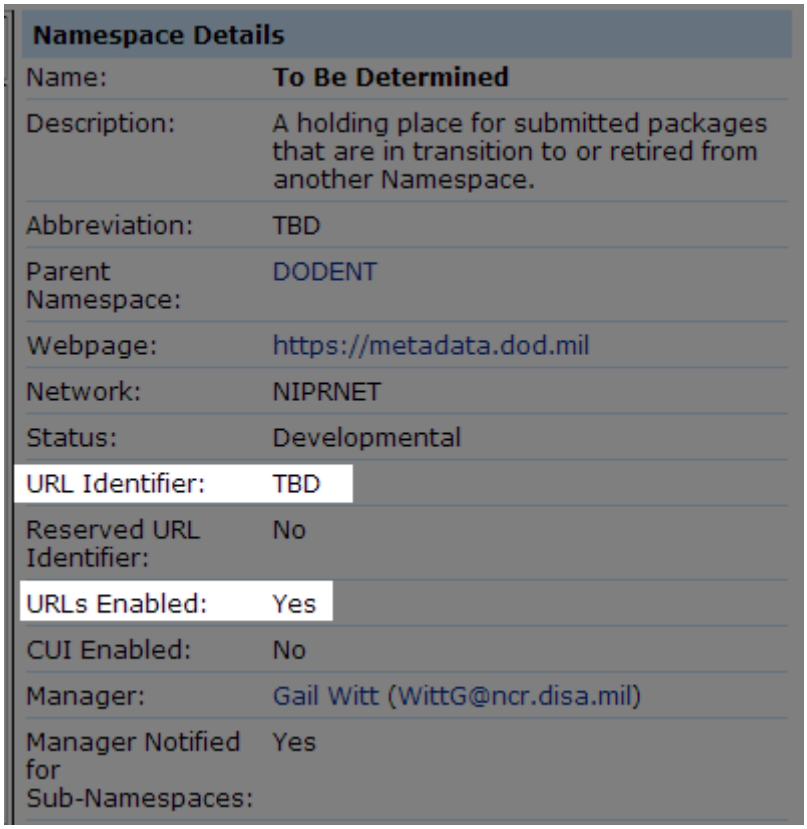


Figure 129. Namespace Details page - URL Identifier

Note: If the URLs Enabled flag is set to Yes, you should create a user-defined URL using the URL Identifier. The URL Identifier allows other users to easily identify the namespace to which the information resource belongs. The namespace's URL Identifier is displayed in the Namespace section of the Namespace Details page.

If the URLs Enabled flag is set to No, only the namespace administrator or Metadata Registry administrator may create a user-defined URL using the URL Identifier. If you decide to create a user-defined URL for the information resource, you will need to use a prefix other than the one specified in the URL Identifier field of the Namespace Details page.

User-defined URLs may be defined in the Manifest file or from the IR Details page. The following sections discuss these techniques in detail.

Defining URLs with the Submission Wizard

On the "Add Submission Information" page of the Submission Wizard, you are given the option of assigning a URL to each file you have uploaded. CUI-marked files are not eligible for URLs.

Defining URLs on the IR Details Page

If you are the creator of a package, the namespace administrator, or Metadata Registry administrator, you may also create a user-defined URL from the information resource's IR Details page. The Defined URLs

section of the IR Details page displays all URLs that are defined for the information resource. The section also allows you to define additional URLs for the IR.

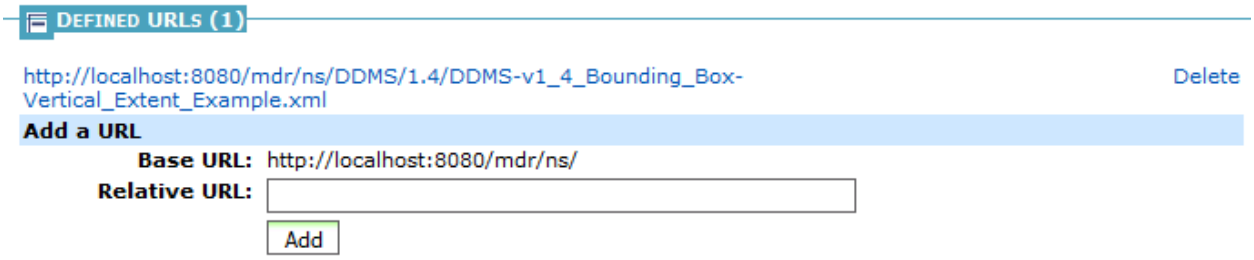


Figure 130. Defined URLs

Adding User-Defined URLs

To add a user-defined URL to an information resource:

1. From the IR Details page, scroll down to the Defined URL(s) section.
2. Enter the URL in the **Relative URL** field.
3. Click **Add**.

Accessing URLs

To access an IR by using its URL:

1. Make note of the URL displayed on the IR Details page.
2. From a web browser, enter the URL noted in step 1.

   The File Download window displays.
3. Click **Save**.

   The Save As window displays.
4. Navigate to the directory where you would like to save the file.
5. Click **Save**.

   The Save As window closes and the file is saved to the specified directory.

Files downloaded from the Metadata Registry will be opened in a third-party application.

Deleting User-Defined URLs

The creator of the information resource, the namespace administrator, and the registry operator may delete user-defined URLs from an information resource. To delete a user-defined URL from an information resource:

1. From the IR Details page, scroll down to the Defined URLs section.
2. Click the **Delete** button for the user-defined URL that you would like to delete.

Referencing User-Defined URLs from within other IR files

Once a User-Defined URL is created, it may be used to reference that file from within other files. Fully qualified URLs can always be used as is to reference files. In addition, relative URLs can also be used when the resources are both in MDR.

For example, suppose a schema is available at:
http://metadata.dod.mil/mdr/ns/TBD/mySchema.xsd

and you are creating another schema at:
http://metadata.dod.mil/mdr/ns/TBD/TRAINING/aNewSchema.xsd

If "aNewSchema.xsd" needs to include "mySchema.xsd", it can be referenced with the relative URL:
../mySchema.xsd

Note that MDR does not automatically append trailing slashes to directory names. If you have a User-Defined URL such as:
http://metadata.dod.mil/mdr/ns/TBD/TRAINING/characterList

MDR interprets this as "a file named characterList" in the directory named "TRAINING". If the file identified by "characterList" needs to reference "mySchema.xsd" from the previous example, the relative URL "../mySchema.xsd" should be used, and NOT "../../mySchema.xsd".